

Chapter 3

Master Data Maintenance

Learning Objectives

- ⇒ Define terms, concepts, and procedures related to new hire process.
- ⇒ Explain the difference between transactions *PA40*, *PA30*, and *PA20*.
- ⇒ Demonstrate how to review, to update and to correct employee master data record.
- ⇒ Delete a personnel action.

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Chapter Overview

This chapter contains information on using transaction PA30 to maintain and correct the master data records of state employees, including changes to address, bank details, tax, and other information.

Menu Path for PA30

To locate the personnel administration transaction codes use the following menu path:

Human Resources>Personnel Management>Administration>HR Master Data>PA30 Maintain

Employee Master Data Maintenance

Throughout the lifecycle of an employee at the State of Arkansas, many situations require adjustments and modifications to employee personnel records, including change to address information, bank details, taxes, and so on. AASIS offers two transactions for maintaining employee data.

Personnel Actions (PA40) is used for more complex changes such as a change in pay or transfer. Infotypes are maintained sequentially within the personnel actions ensuring that all data relevant to particular personnel procedures are recorded and all records are properly delimited in the system. Note: use PA40 (not PA30) to maintain anything affecting salary.

Maintain Master Data (PA30) is used to maintain specific employee records outside of an action. This screen provides access to individual infotypes. If the appropriate Personnel Action does not exist, maintain master data by adjusting or modifying data through infotypes found in transaction PA30. For example: setting up the *Objects on Loan* (IT0040).

Display Information (PA20) displays the same information that is maintained in PA30. Use this display only transaction when you need only to view an employee's information.

Words of Caution on Making Changes

Consult the Bi-Weekly Schedule of Pay Periods issued by OPM for pay period begin dates. The effective date must not be earlier than the beginning of the first pay period of the fiscal year. If master data requires correction before the beginning of the fiscal year limit, an agency request and justification must be submitted for approval by OPM.

If master data updates are processed incorrectly, an error message may be received or an employee's pay may be affected. It is a good practice to request a payroll simulation be performed by Agency Payroll System Management staff.

Master Data updates performed on the Monday morning of pay week (or the morning of the day OPM/State Payroll Systems runs payroll,) must be completed before 12 o'clock noon.

If a deletion message is received, check your entries. Continuing to process could result in the loss of valid information. Agencies may delete an action but should never delete a personnel number. Only OPM/State Payroll Systems has the authority to delete a personnel number. Please refer to How to Delete a Personnel Action located later in this chapter.

Individual Infotype Maintenance (*PA30*)

PA30 is used to:

- Correct errors made during initial master data entry.
- Populate infotypes skipped during initial master data entry.
- Add additional information.

Maintain HR Master Data

Personnel no. 2607

Name Molly DuKane

EE group 1 Regular State E... Pers. area PT13 Daisy State Park

EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...

Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E..

Actions	✓
Personal Data	✓
Organizational Assignment	✓
Addresses	✓
Basic Pay	✓
Family Member/Dependents	
Residence Status	✓
Additional Personal Data	✓
Communication	

Period

☒ Period

From To

☐ Today ☐ Curr. week

☐ All ☐ Current month

☐ From curr. date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

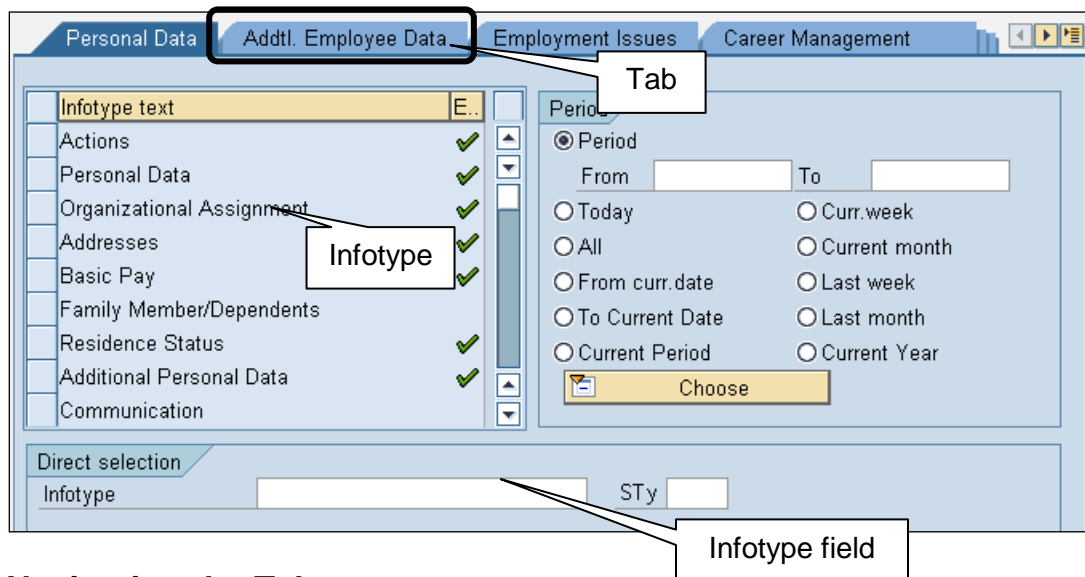
Infotype STy



Tricks and Tips for working with *PA30*



For ease in locating different records, the AASIS system sorts PA infotypes into tabbed categories. Green checks indicate existing employee records. Access an infotype by:

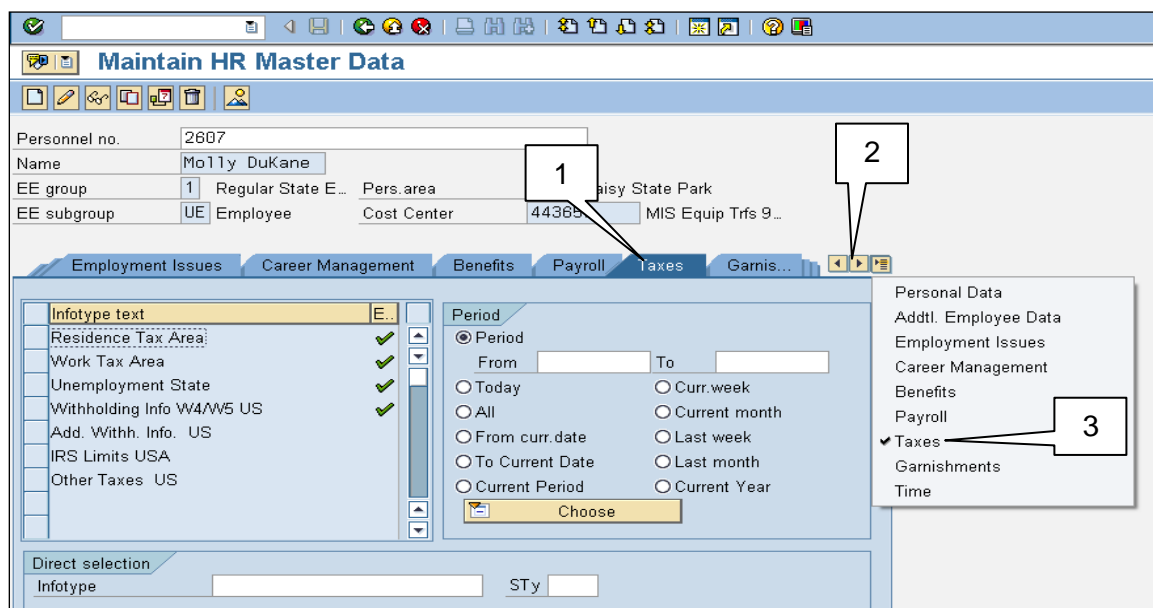
- Selecting the infotype listed on the tab.
- Entering the infotype number or key word in the Infotype field located on the *Maintain HR Master Data* screen. AASIS provides a list of all the infotype(s) related to a designated search term.



Navigating the Tabs

Maintaining infotypes requires moving from tab to tab. Here are three ways to do so.

1. Click on the individual tabs.
2. Click on the white arrows  to move from one tab to the other.
3. Click on the white box with lines . This activates a drop down box listing all available tabs. A black check mark reflects the tabbed list of most current infotypes. For example, the black check is next to Taxes. Looking at the Taxes tab, you may view all related infotypes.




Access the selected infotype by clicking the appropriate command for the type of work required.

Maintaining Master Data Records




PA30 allows the user to maintain individual infotypes in the Master Data. Be sure to have approved documentation that supports the need for making the changes.

Before changing any information, review current and previous records of the

specific infotype by selecting <Overview> . This allows for viewing of the infotype history without making any changes. The example below reflects the change made for this employee on June 28, 2009. The record with an *End Date* of 12/31/9999 is the most current and active record.

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...
06/28/2009	12/31/9999	YD	Pay Plan Implementation	01	Pay Plan Implementation	0	3
05/05/2008	06/27/2009	ZF	Hire	01	New Hire	0	3


Three commands are used to change information and it is very important you understand how each affects data.

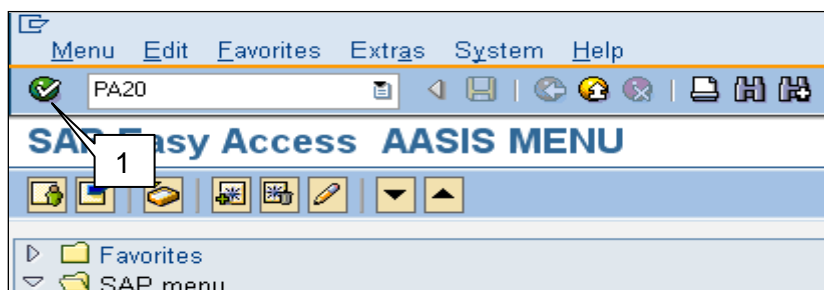
 <Change>	<p>The <i>Change</i> function allows you to correct an existing record without creating a new infotype record. This function should be used only to edit incorrect data and not to update data. Changes to an infotype will result in overwriting and deleting of the current record. Use caution when using the change function.</p>
 <Copy>	<p>The <i>Copy</i> function allows you to update an infotype and to create history. However, unlike the <i>Create</i> function, the current data defaults on the screen. To edit the existing data, enter a different <i>Start Date</i> to save as a new infotype record. The old record is delimited but remains on file.</p>
 <Create>	<p>The <i>Create</i> function allows you to create new data. Infotype history is created using the appropriate validity periods. Use this function for an infotype that has not been created.</p>



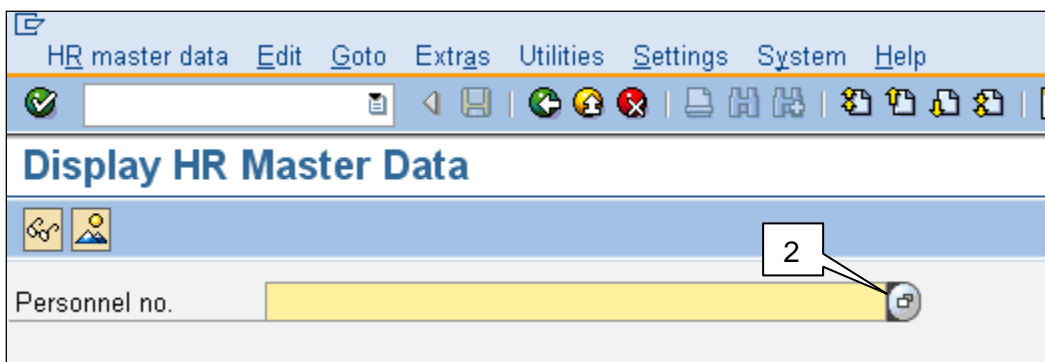
Tricks and Tips: Searching by Employee's Name

Action Steps:

1. Enter PA20. <Enter> .

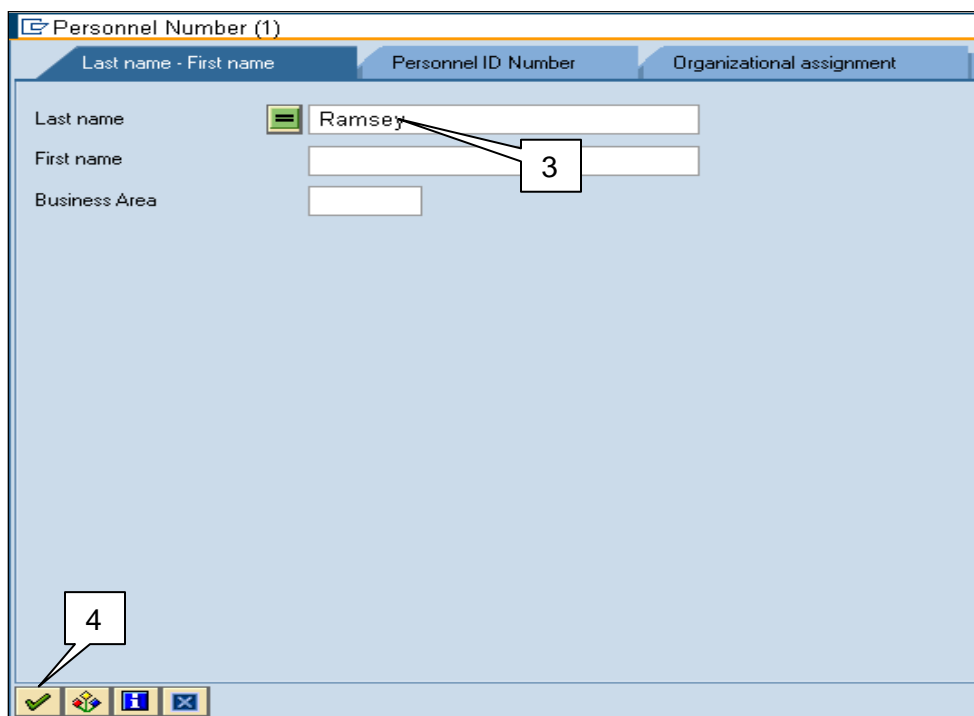


2. In the *Personnel No.* field; click  to activate the search box.




3. In the *Last Name* field, enter the person's last name.

4. <Green check mark> .



Personnel Number (1)

Last name - First name Personnel ID Number Organizational assignment





Last name  Ramsey

First name


Business Area

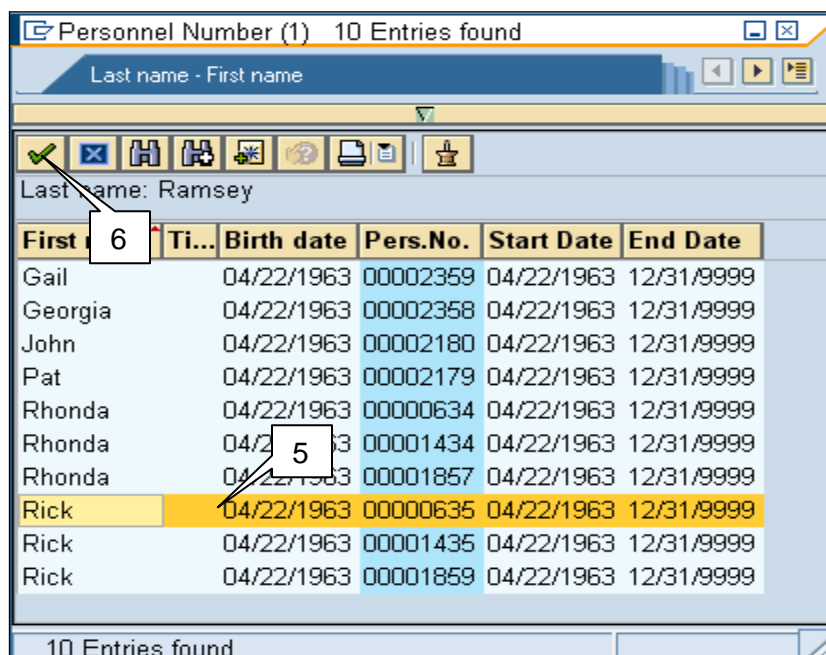
4

3

5. Scroll through the list for the person's first name or birth date and click on the name to view.

6. <Start search> . View all of the information to verify whether this is the same person. In this case, three Rick Ramsey records are listed.



Personnel Number (1) 10 Entries found

Last name - First name

Last name: Ramsey

First	Ti...	Birth date	Pers.No.	Start Date	End Date
Gail		04/22/1963	00002359	04/22/1963	12/31/9999
Georgia		04/22/1963	00002358	04/22/1963	12/31/9999
John		04/22/1963	00002180	04/22/1963	12/31/9999
Pat		04/22/1963	00002179	04/22/1963	12/31/9999
Rhonda		04/22/1963	00000634	04/22/1963	12/31/9999
Rhonda		04/22/1963	00001434	04/22/1963	12/31/9999
Rhonda		04/22/1963	00001857	04/22/1963	12/31/9999
Rick		04/22/1963	00000635	04/22/1963	12/31/9999
Rick		04/22/1963	00001435	04/22/1963	12/31/9999
Rick		04/22/1963	00001859	04/22/1963	12/31/9999

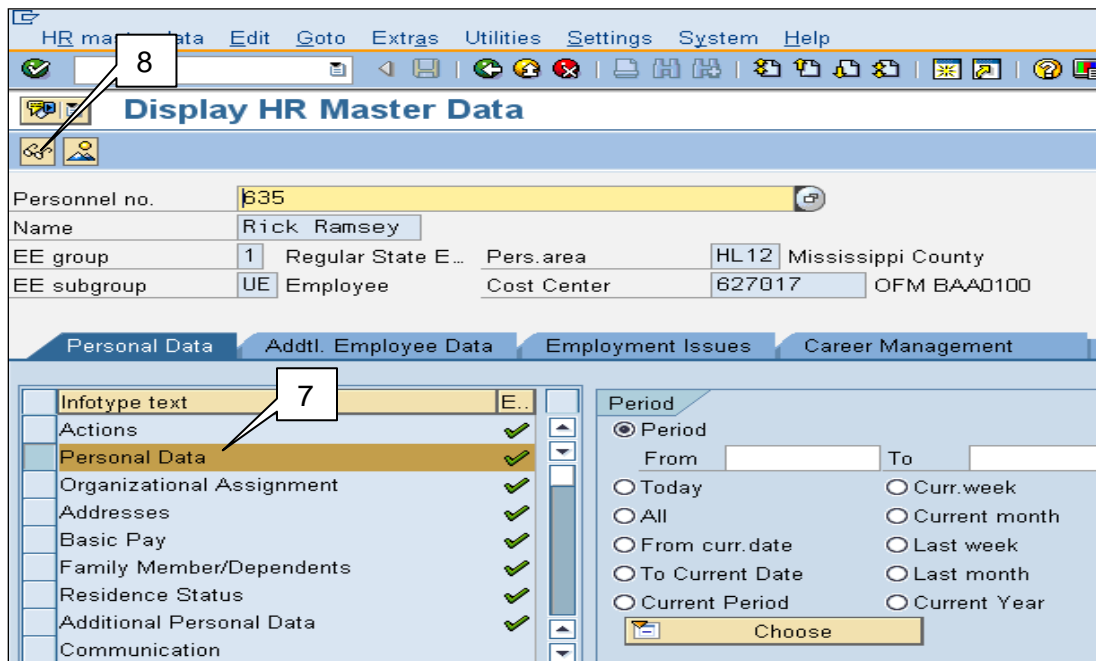
10 Entries found

5

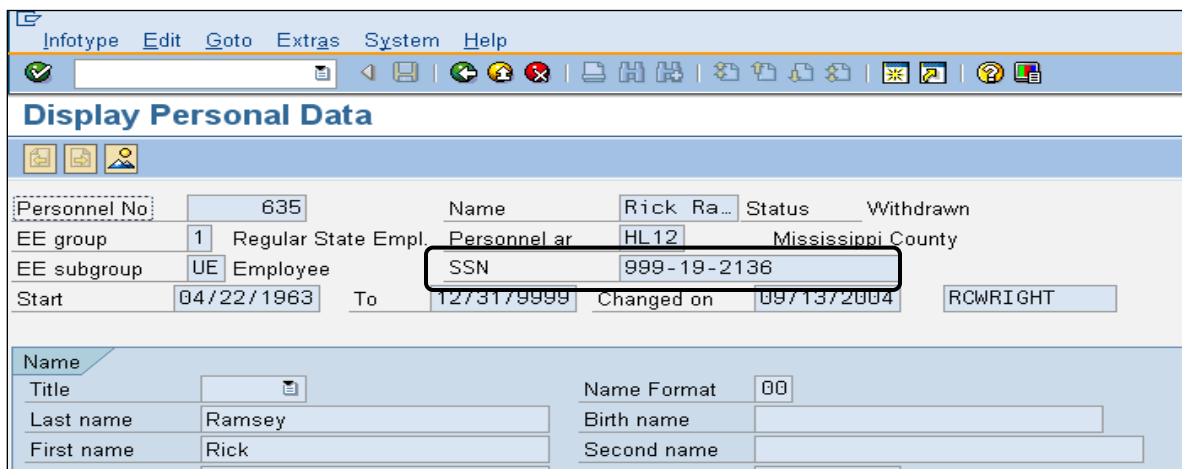
6

7. Select the *Personal Data* (IT0002).

8. <Display> .




Compare the social security numbers to verify a match. If the social security numbers do not match, search by social security number.




Common Updates and Maintenance in *PA30*

Changing Addresses (Infotype 0006)


Keeping the address current is important because it affects payroll, benefits, etc. Employee address changes require related forms be sent to APERS and other voluntary product providers. If the employee moves to Texarkana, Arkansas, be sure to update the *Residence Tax Area* (IT0207.)

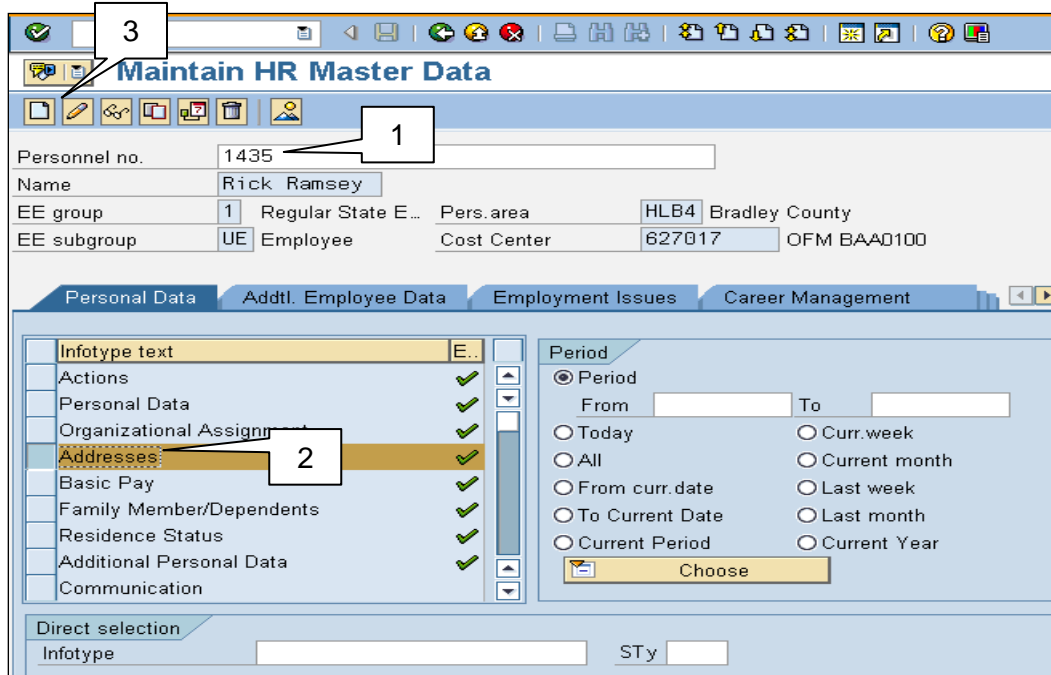
If making an update, such as when the employee moves, use <Copy>  and enter a date from the beginning of the current pay period. The effective date must not be earlier than the beginning of the first pay period of the fiscal year. If the effective date for the address correction extends beyond the beginning of the first pay period of the fiscal year limit, the agency must send a request with justification to OPM.

Scenario: Rick, an employee, notices his address remains incorrect. Use

<Change>  within *PA30* to correct a record because it has been incorrect since the hire date.

Action Steps:

1. Enter *Personnel no.*
2. Select *Addresses*.
3. <Change> .



Maintain HR Master Data

Personnel no. 1435

Name Rick Ramsey

EE group 1 Regular State E... Pers.area HLB4 Bradley County

EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E..

Actions

Personal Data

Organizational Assignment

Addresses

Basic Pay

Family Member/Dependents

Residence Status

Additional Personal Data

Communication

Period

From To

Today Curr.week

All Current month

From curr.date Last week



To Current Date Last month

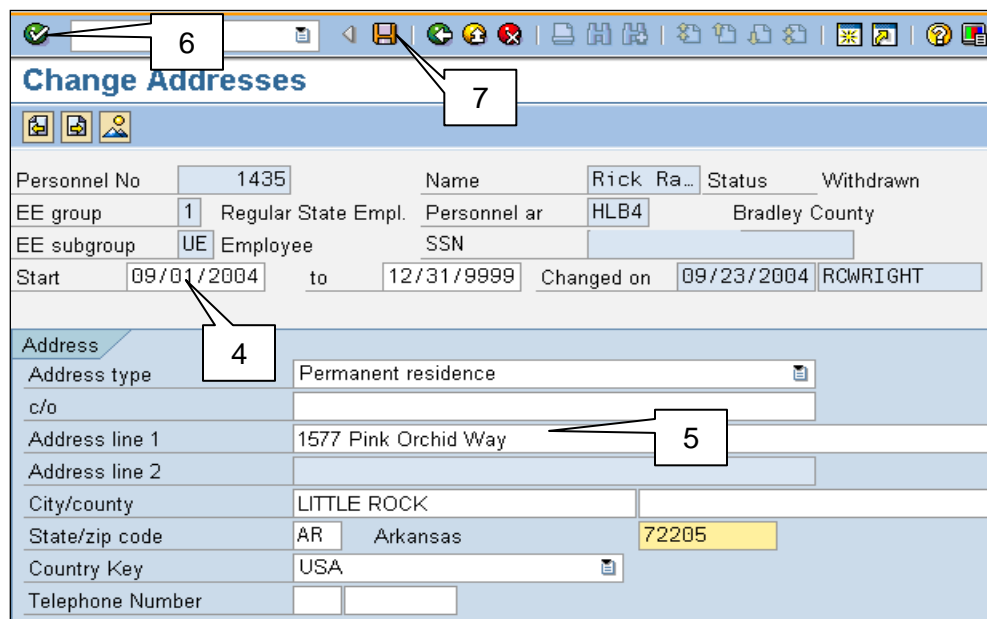
Current Period Current Year

Choose

Direct selection

Infotype STy

4. Enter the hire date.
5. Correct the employee's address.
6. <Enter>  to validate the information.
7. <Save>  to save the information.



Changes to Withholding Info W4/W5 (Infotype 0210)

The *Withholding Info W4/W5 US* (IT0210) stores the information used by payroll to calculate withholding tax. Periodically, this information may change due to family situations or an employee elects to have additional payroll taxes withheld.


Any change to the employee's tax status must be effective the day after the last Receive Warrant Date to ensure accurate calculation of the taxes withheld.

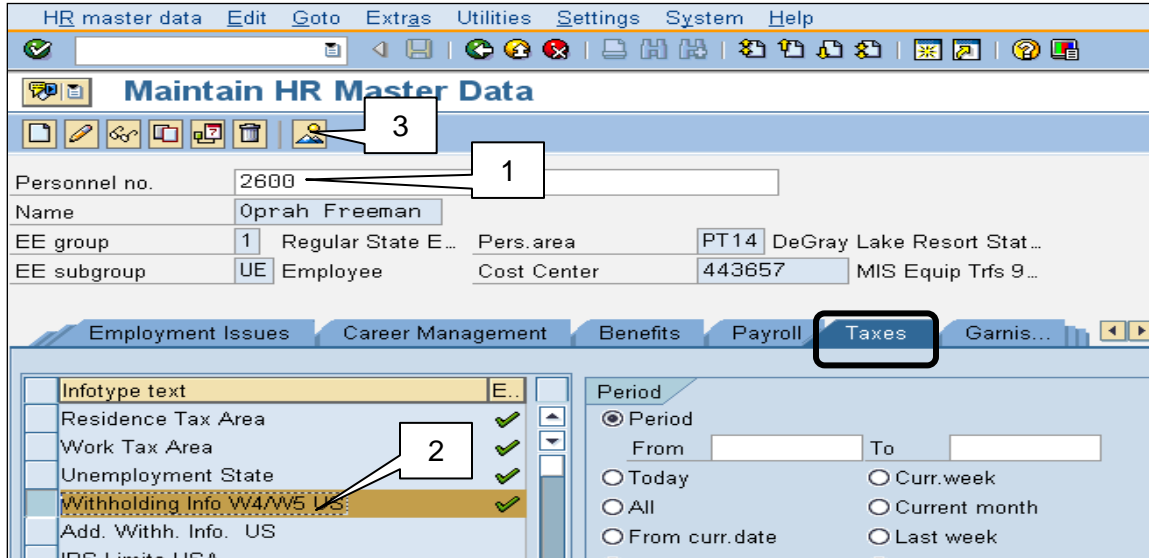
Using any other date may cause a retro-calculation producing an incorrect payroll result. When making changes, be sure to clarify if the change applies to State taxes, Federal taxes, or both.

Scenario: Oprah Freeman got married. On Feb.7, 2009, she elected to make changes on her tax deductions by submitting revised Federal and State W4/W5 forms. These changes affect an employee's payroll, so history must be

maintained for this infotype using <Copy>  within PA30.

Action Steps for changes for Arkansas Withholding Information:

1. Enter the *Personnel no.*
2. Select *Withholding Info W4/W5* from the *Taxes* tab.
3. <Overview> .



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

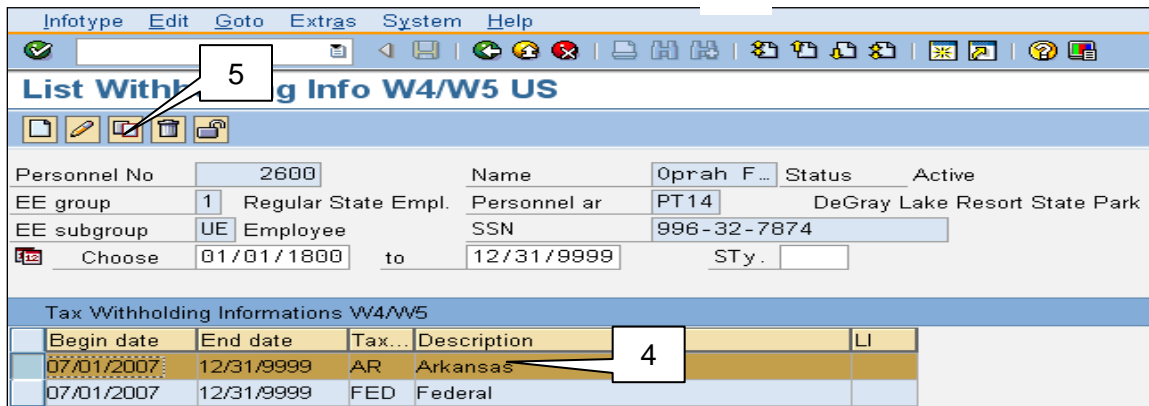
Personnel no. 2600
 Name Oprah Freeman
 EE group 1 Regular State E... Pers.area PT14 DeGray Lake Resort Stat...
 EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...

Employment Issues Career Management Benefits Payroll **Taxes** Garnis...

Infotype text E..
 Residence Tax Area ✓
 Work Tax Area ✓
 Unemployment State ✓
 Withholding Info W4/W5 US ✓
 Add. Withh. Info. US
 IRS Limits USA

Period
 From To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week

4. Highlight the Arkansas record.
5. <Copy> .




Infotype Edit Goto Extras System Help

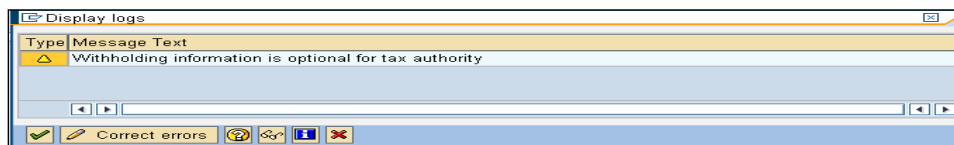
List Withholding Info W4/W5 US

Personnel No 2600 Name Oprah F... Status Active
 EE group 1 Regular State Empl. Personnel ar PT14 DeGray Lake Resort State Park
 EE subgroup UE Employee SSN 996-32-7874
 Choose 01/01/1800 to 12/31/9999 STy.

Tax Withholding Informations W4/W5

Begin date	End date	Tax...	Description	LI
07/01/2007	12/31/9999	AR	Arkansas	
07/01/2007	12/31/9999	FED	Federal	


6. Change the *Start date*. The warrant date is 2/13/2009 so the change date will be 2/14/2009.
7. Change the filing status, in this scenario, to married.
8. <Enter> . This message appears.




Display logs

Type Message Text
 Withholding information is optional for tax authority


Correct errors

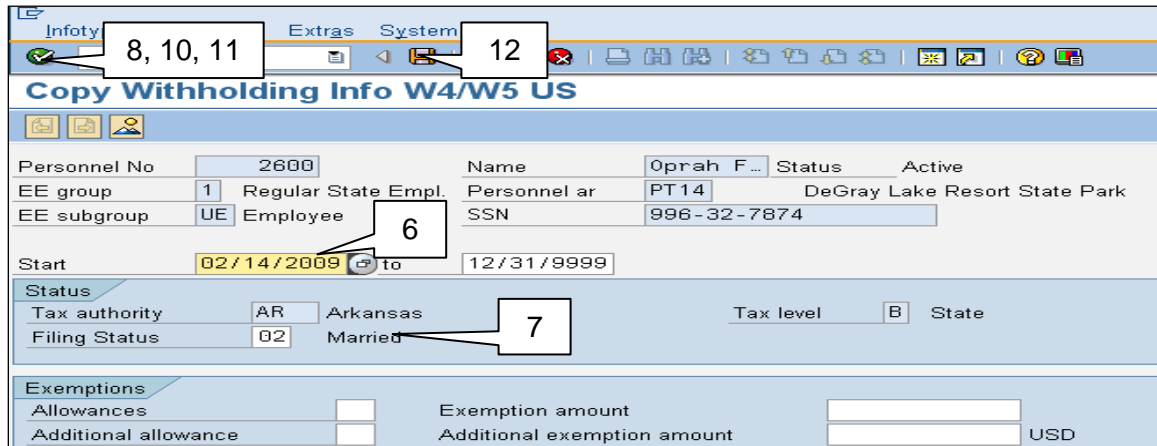
9. <Green check mark> . A delimit message appears.

 Record valid from 07/01/2007 to 12/31/9999 delimited at end

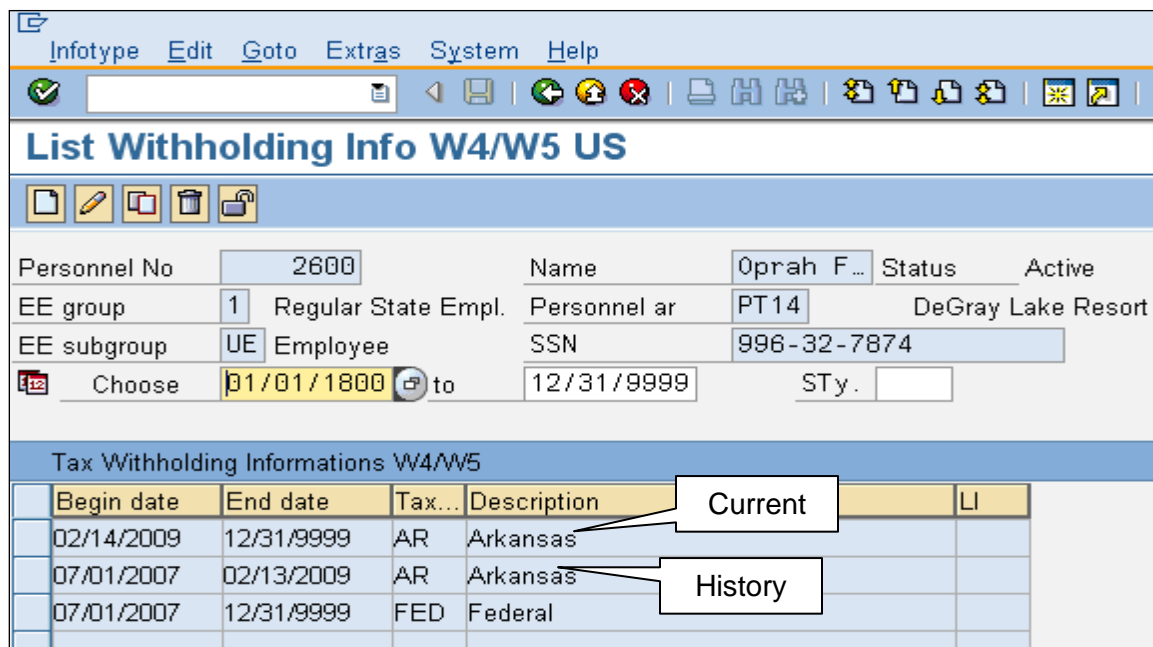
10. <Enter> . This message appears.  Withholding information is optional for tax authority

11. <Enter>  to validate the information.

12. <Save>  to save the information.



Upon saving the information and returning to the infotype screen, the first line is the current entry because the end date is 12/31/9999. The second line with an end date 7/20/2008 becomes the historical record.


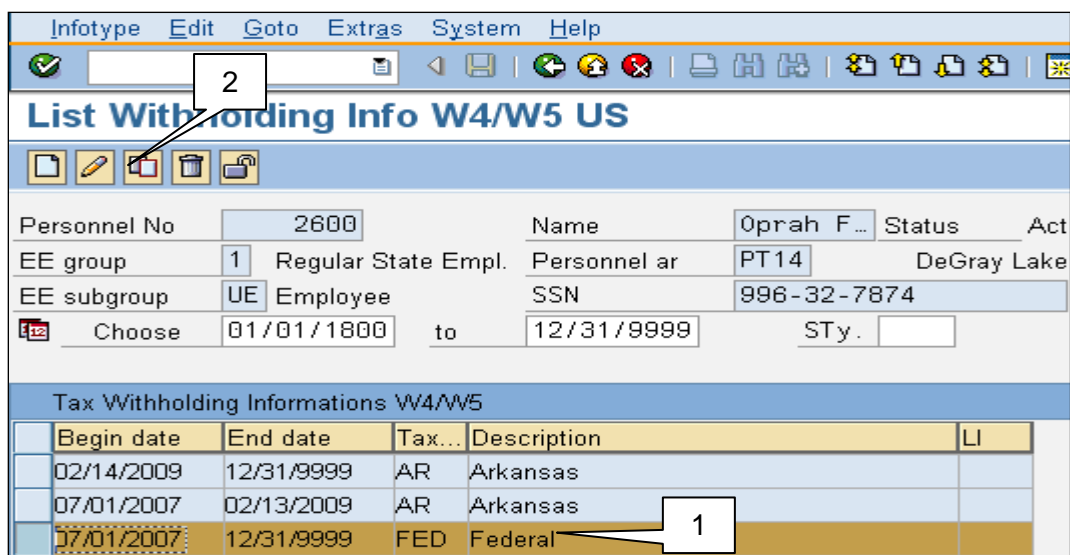


Begin date	End date	Tax...	Description	LI
02/14/2009	12/31/9999	AR	Arkansas	
07/01/2007	02/13/2009	AR	Arkansas	
07/01/2007	12/31/9999	FED	Federal	

After making changes to Arkansas withholding information, you must make changes to the Federal withholding information.

Action Steps for changes for Federal Withholding Information:

1. Highlight the Federal record.

2. <Copy> .


Infotype Edit Goto Extras System Help

List Withholding Info W4/W5 US

Personnel No 2600 Name Oprah F... Status Act

EE group 1 Regular State Empl. Personnel ar PT14 DeGray Lake

EE subgroup UE Employee SSN 996-32-7874



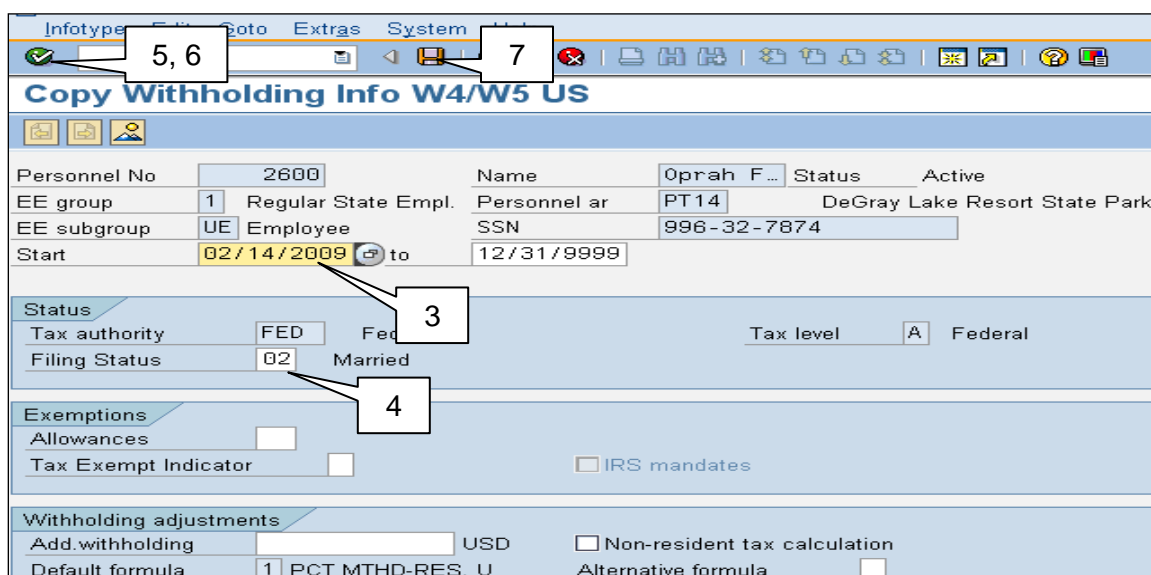
Choose 01/01/1800 to 12/31/9999 STy.

Tax Withholding Informations W4/W5

Begin date	End date	Tax...	Description	LI
02/14/2009	12/31/9999	AR	Arkansas	
07/01/2007	02/13/2009	AR	Arkansas	
07/01/2007	12/31/9999	FED	Federal	

3. Change the *Start date*. The warrant date is 2/13/2009, so the change date will be 2/14/2009.

4. Change the filing status, in this scenario, to married.

5. <Enter> . The delimit message appears.
 Record valid from 07/01/2007 to 12/31/9999 delimited at end
6. <Enter>  to validate the information.7. <Save>  to save the information.


Infotype Edit Goto Extras System Help

Copy Withholding Info W4/W5 US

Personnel No 2600 Name Oprah F... Status Active

EE group 1 Regular State Empl. Personnel ar PT14 DeGray Lake Resort State Park

EE subgroup UE Employee SSN 996-32-7874

Start 02/14/2009 to 12/31/9999

Status

Tax authority FED Fed

Filing Status 02 Married

Exemptions

Allowances

Tax Exempt Indicator

IRS mandates

Withholding adjustments

Add withholding USD

Default formula 1 PCT MTHD-RES. U

Non-resident tax calculation

Alternative formula

Upon saving the information and returning to the infotype screen, the first line is the current entry because the end date is 12/31/9999. The second line with an end date of 7/20/2008 becomes the historical record.

List Withholding Info W4/W5 US

Personnel No 2600 Name Oprah F... Status Ac
 EE group 1 Regular State Empl. Personnel ar PT14 DeGray Lake
 EE subgroup UE Employee SSN 996-32-7874
 Choose 01/01/1800 to 12/31/9999 STy.

Tax Withholding Informations W4/W5

Begin date	End date	Tax...	Description	LI
02/14/2009	12/31/9999	AR	Arkansas	
07/01/2007	02/13/2009	AR	Arkansas	
02/14/2009	12/31/9999	FED	Federal	
07/01/2007	02/13/2009	FED	Federal	

Current
History

Changes to Bank Details (Infotype 0009)

Bank Details (IT0009) provides details for direct deposits. Occasionally, employees move monies from their main account to secondary accounts. The *Bank Details* (IT0009) allows employees to direct portions of their paycheck into secondary bank accounts through direct deposits. When adding additional banks, be certain to verify and enter the correct bank account number and type of account (checking or savings.) Otherwise, the monies will not be transferred appropriately. Verification is a must for the *Bank Details* (IT0009.)





Tricks and Tips:

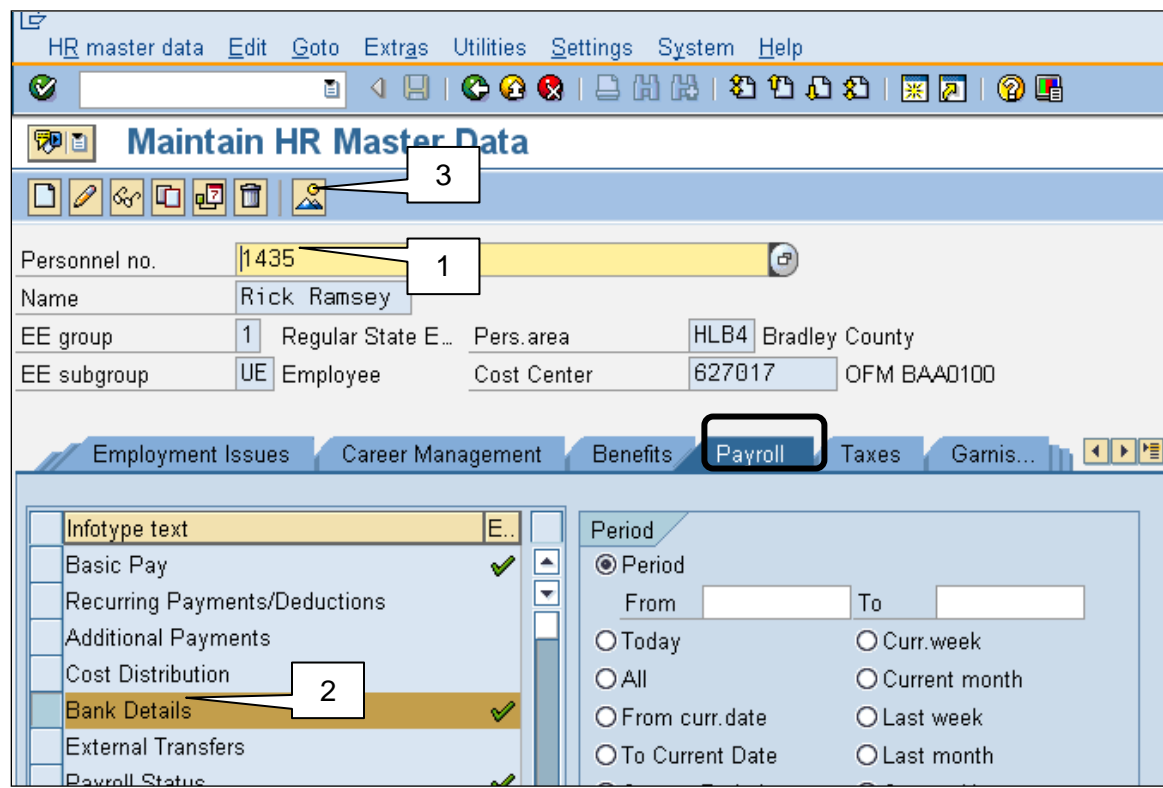
- The effective date for the *Start* date must be at least one day after the pay date of the previous pay period. Note: consult the bi-weekly schedule of pay period for correct days.
- The bank number cannot exceed 13 digits.

- Verify the amount the employee has designated to be deposited to the *Other Bank*. The amount remaining after all the *Other Bank* designations will be sent to the *Main Bank*.
- Do not exceed the net amount of the paycheck.
- The *Payment method* field defaults to D.

Scenario: On February 15, 2009, Rick Ramsey elects to change banks for his direct deposit. At the same time, he is setting up a savings account. The effective date for these changes is 02/08/2009, which is the beginning of a pay period.

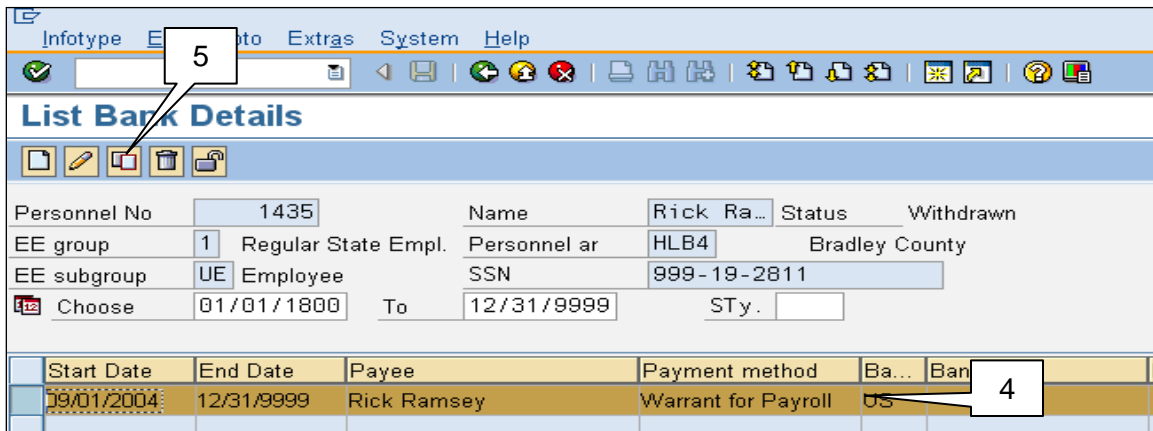
Action Steps for changing the Main Bank:

1. Enter *Personnel no.* <Enter> .
2. Select the *Bank Details* under the *Payroll* tab.
3. <Overview> .



4. Highlight the bank record.

5. <Copy> 




Start Date	End Date	Payee	Payment method	Ba...	Ban
09/01/2004	12/31/9999	Rick Ramsey	Warrant for Payroll	US	


6. Enter the date (02/08/2009). Remember, this must be the beginning date of the pay period.

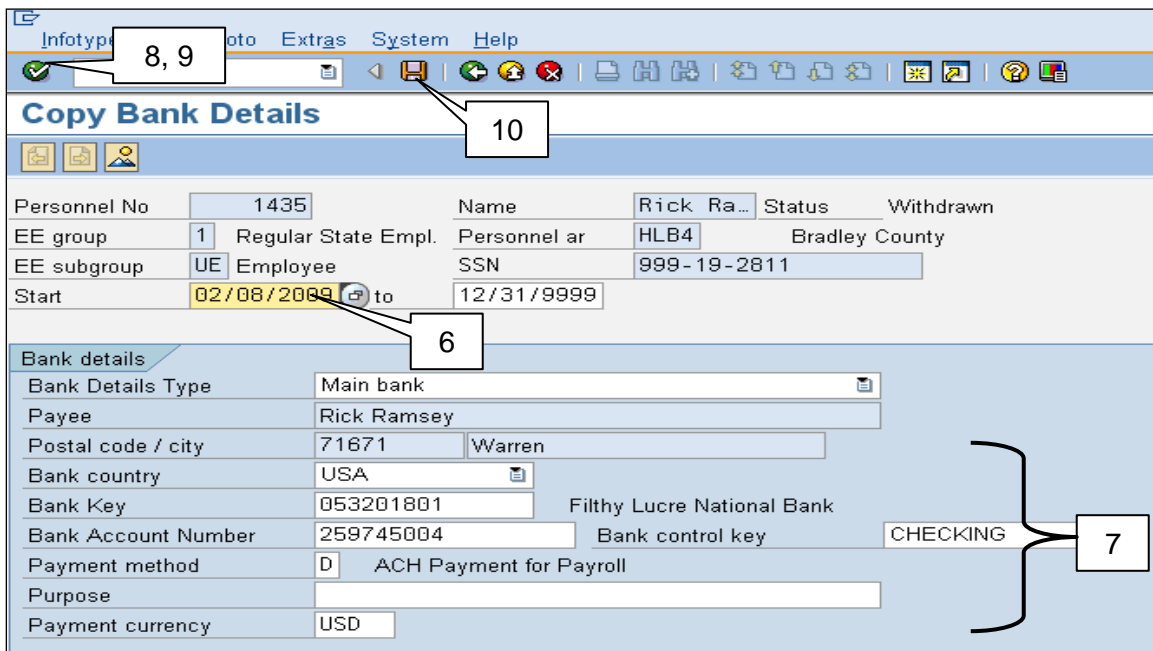
7. Enter the *Bank key* (the routing number), *Bank Account Number*, and *Bank control key*.

8. <Enter> . A delimit message appears.

 Record valid from 09/01/2004 to 12/31/9999 delimited at end

9. <Enter>  to validate the information.

10. <Save>  to save the information.




Personnel No	1435	Name	Rick Ra...	Status	Withdrawn
EE group	1	Regular State Empl.	Personnel ar	HLB4	Bradley County
EE subgroup	UE	Employee	SSN	999-19-2811	
Start	02/08/2009	to	12/31/9999		

Bank details	
Bank Details Type	Main bank
Payee	Rick Ramsey
Postal code / city	71671 Warren
Bank country	USA
Bank Key	053201801 Filthy Lucre National Bank
Bank Account Number	259745004
Payment method	D ACH Payment for Payroll
Purpose	
Payment currency	USD


After saving, return to the infotype screen to verify the entries.

Start Date	End Date	Payee	Payment method	Ba...	Bank Key
02/08/2009	12/31/9999	Rick Ramsey	ACH Payment for P...	US	053201801
09/01/2004	02/07/2009	Rick Ramsey	ACH Payment for P...	US	082901266

Locating the bank key number


Click in the *Bank Key* field to activate the *Find Bank* box. Enter one or more letters of the bank name followed by an asterisk in the Bank Name field or enter the name of the city in the *City* field. <Green check mark>  to continue.

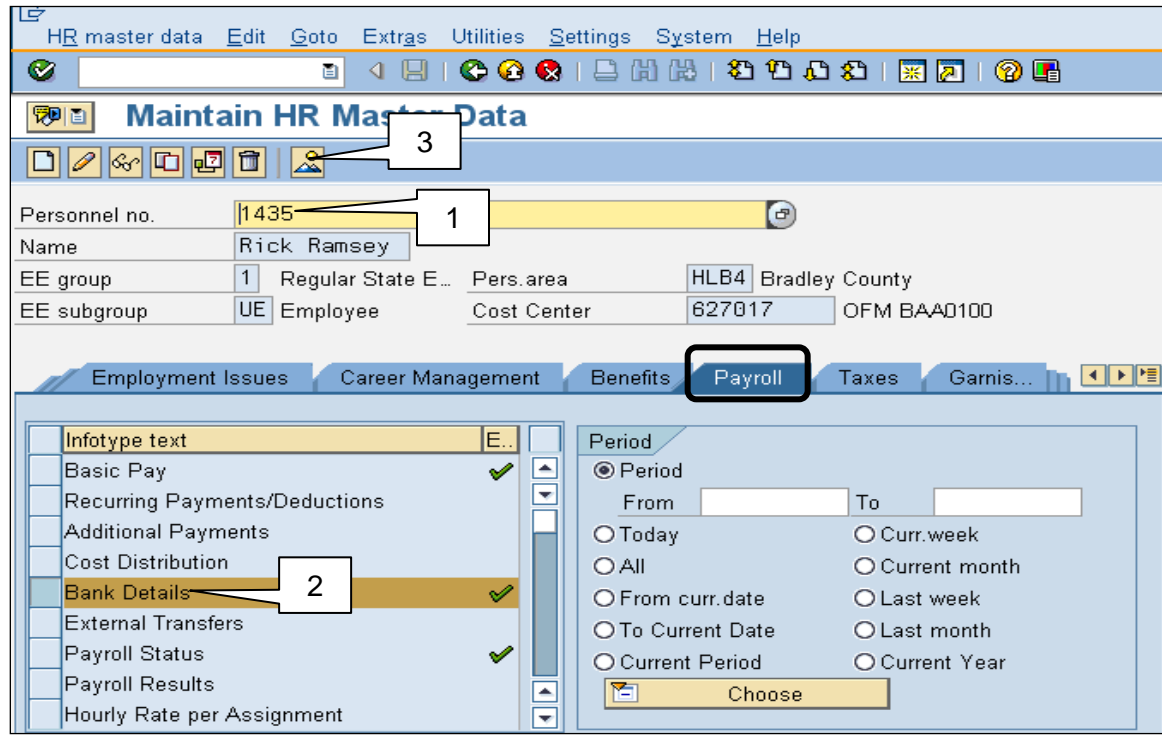
Bank Data box opens a list of banks meeting the search criteria. Compare and verify the bank you select with the documentation provided by the employee

(routing number, location, etc.) Highlight the bank. <Green check mark>  to continue.

C...	Bank Key	Name of bank	House number and st...	City	Bank Bra...	SW
US	011201526	Mighty Money Bank of Arkansas	88 Megabucks Dr.	Little Rock		
US	021001033	Multi Millionaires Bank & Trust	rick Road	Little Rock		
US	051403915	Checkbouncers Bank of Arkansas	Lane	Little Rock		
US	053201801	Filthy Lucre National Bank	2535 Sawbucks Ave.	Little Rock		
US	053202318	Loot Keepers Bank of Arkansas	95 Treasure Trail	Little Rock		
US	064003205	Parsimonial Bank and Trust	22 Tightwad Road	Little Rock		
US	064102818	Cash Keepers Bank of Arkansas	25 Piggybank St.	Little Rock		

Action Steps for Adding a Second Bank

1. Enter *Personnel no.*
2. Select the *Bank Details* under the *Payroll* tab.
3. <Overview> .



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1435

Name Rick Ramsey

EE group 1 Regular State E... Pers.area HLB4 Bradley County

EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Employment Issues Career Management Benefits **Payroll** Taxes Garnis...

Infotype text E..

Basic Pay ✓

Recurring Payments/Deductions

Additional Payments

Cost Distribution

Bank Details ✓

External Transfers

Payroll Status ✓

Payroll Results

Hourly Rate per Assignment

Period

Period

From To

Today Curr.week

All Current month


From curr.date Last week

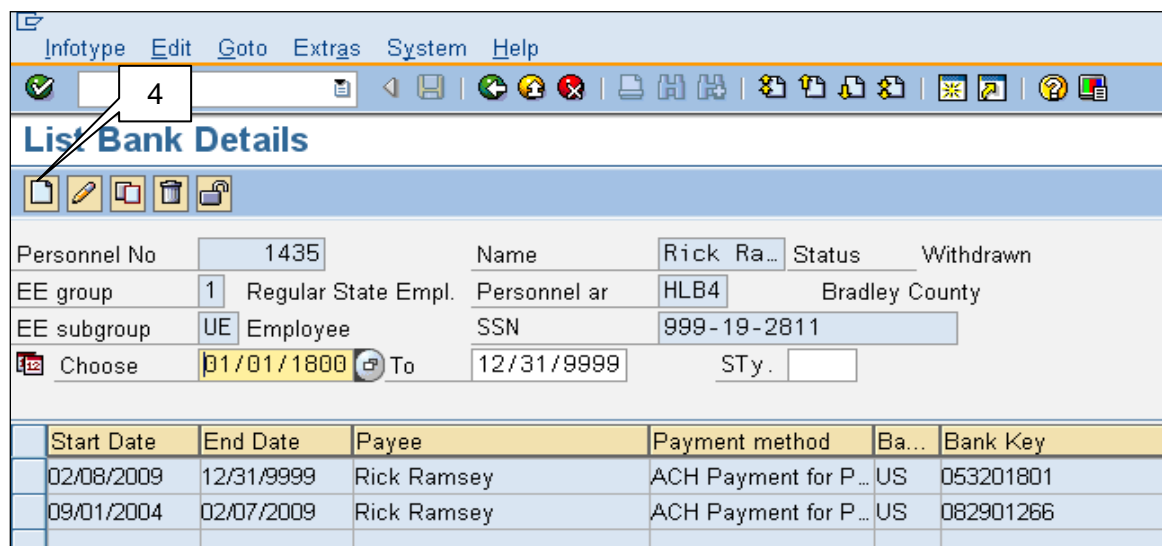
To Current Date Last month

Current Period Current Year

Choose

The overview list shows bank details history. Now, add a second bank record.

4. <Create>  to continue adding the second bank record.



Infotype Edit Goto Extras System Help

List Bank Details



Personnel No 1435 Name Rick Ra... Status Withdrawn

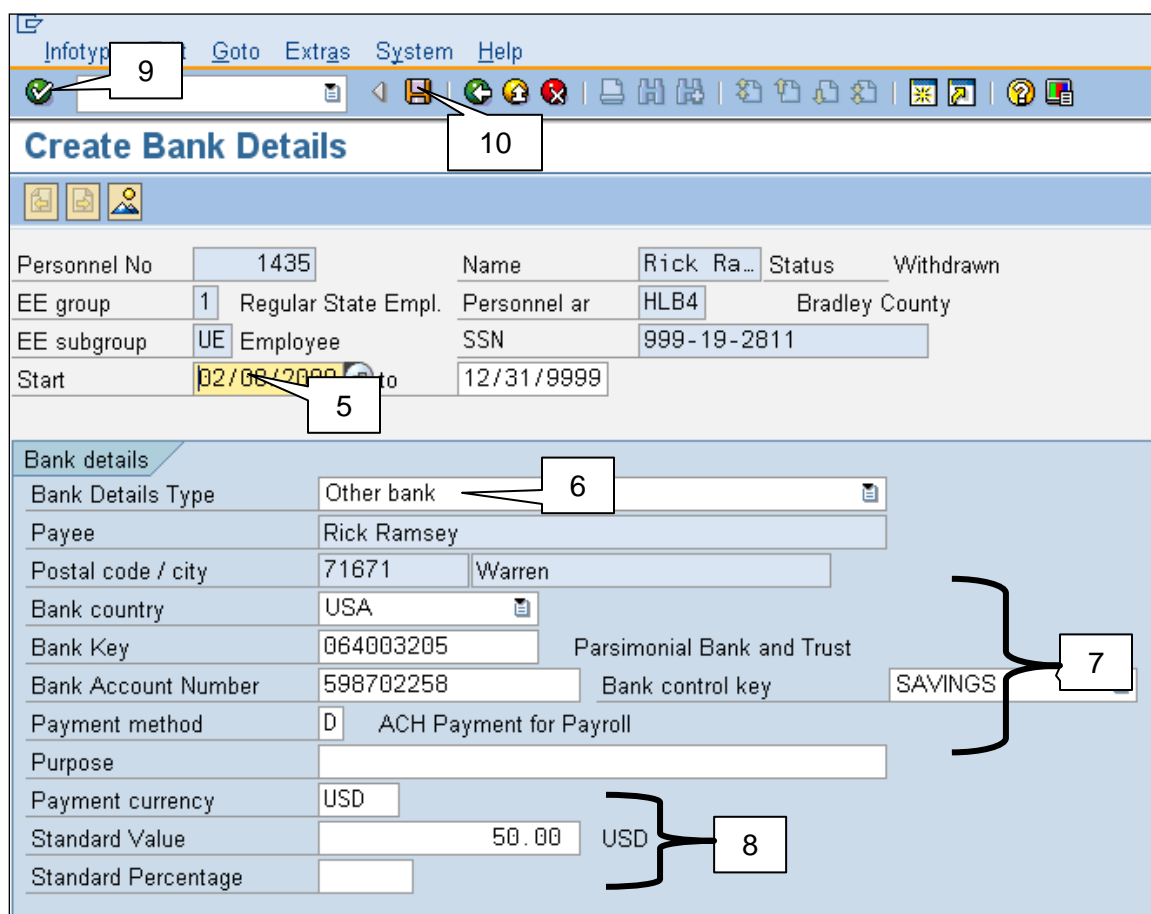
EE group 1 Regular State Empl. Personnel ar HLB4 Bradley County

EE subgroup UE Employee SSN 999-19-2811

Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Payee	Payment method	Ba...	Bank Key
02/08/2009	12/31/9999	Rick Ramsey	ACH Payment for P...	US	053201801
09/01/2004	02/07/2009	Rick Ramsey	ACH Payment for P...	US	082901266

5. Enter the *Start Date* (02/08/2009), which must be the beginning date of the pay period.
6. For *Bank Details Type*, select *Other bank*.
7. Enter the *Bank key* (the routing number), *Bank Account Number*, and *Bank control key*. The *Purpose* field is for any comments, like - account for college student.
8. Enter *Standard Value* or *Standard Percentage*. *Standard value* is the exact amount to be deposited into this account. *Standard percentage* is a percentage of the total warrant amount to be placed in this account.
9. <Enter>  to validate the information.
10. <Save>  to save the information.



Create Bank Details

Personnel No: 1435 Name: Rick Ra... Status: Withdrawn
 EE group: 1 Regular State Empl. Personnel ar: HLB4 Bradley County
 EE subgroup: UE Employee SSN: 999-19-2811
 Start: 02/08/2009 to 12/31/9999

Bank details

Bank Details Type: Other bank
 Payee: Rick Ramsey
 Postal code / city: 71671 Warren
 Bank country: USA
 Bank Key: 064003205 Parsimonial Bank and Trust
 Bank Account Number: 598702258 Bank control key: SAVINGS
 Payment method: D ACH Payment for Payroll
 Purpose:
 Payment currency: USD
 Standard Value: 50.00 USD
 Standard Percentage:

After saving, return to this screen to review an employee's bank details history. Ensure all the information is correct, especially the start date if a second bank was added.

Infotype Edit Goto Extras System Help

List Bank Details

Left hand side of screen

Personnel No 1435 Name Rick Ra... Status Withdrawn
 EE group 1 Regular State Empl. Personnel ar HLB4 Bradley County
 EE subgroup UE Employee SSN 999-19-2811
 Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Payee	Payment method	Ba...	Bank Key	N
02/08/2009	12/31/9999	Rick Ramsey	ACH Payment for P...	US	053201801	F
09/01/2004	02/07/2009	Rick Ramsey	ACH Payment for P...	US	082901266	P
02/08/2009	12/31/9999	Rick Ramsey	ACH Payment for P...	US	064003205	P

To scroll

Scroll to the right, to view the rest of the information such as the bank key, name, and account number. In the *T* column, the 0 stands for *Main Bank*, 1 stands for *Other Bank* designations.

Infotype Edit Goto Extras System Help

List Bank Details

Right hand side of screen


Personnel No 1435 Name Rick Ra... Status Withdrawn
 EE group 1 Regular State Empl. Personnel ar HLB4 Bradley County
 EE subgroup UE Employee SSN 999-19-2811
 Choose 01/01/1800 To 12/31/9999 STy.

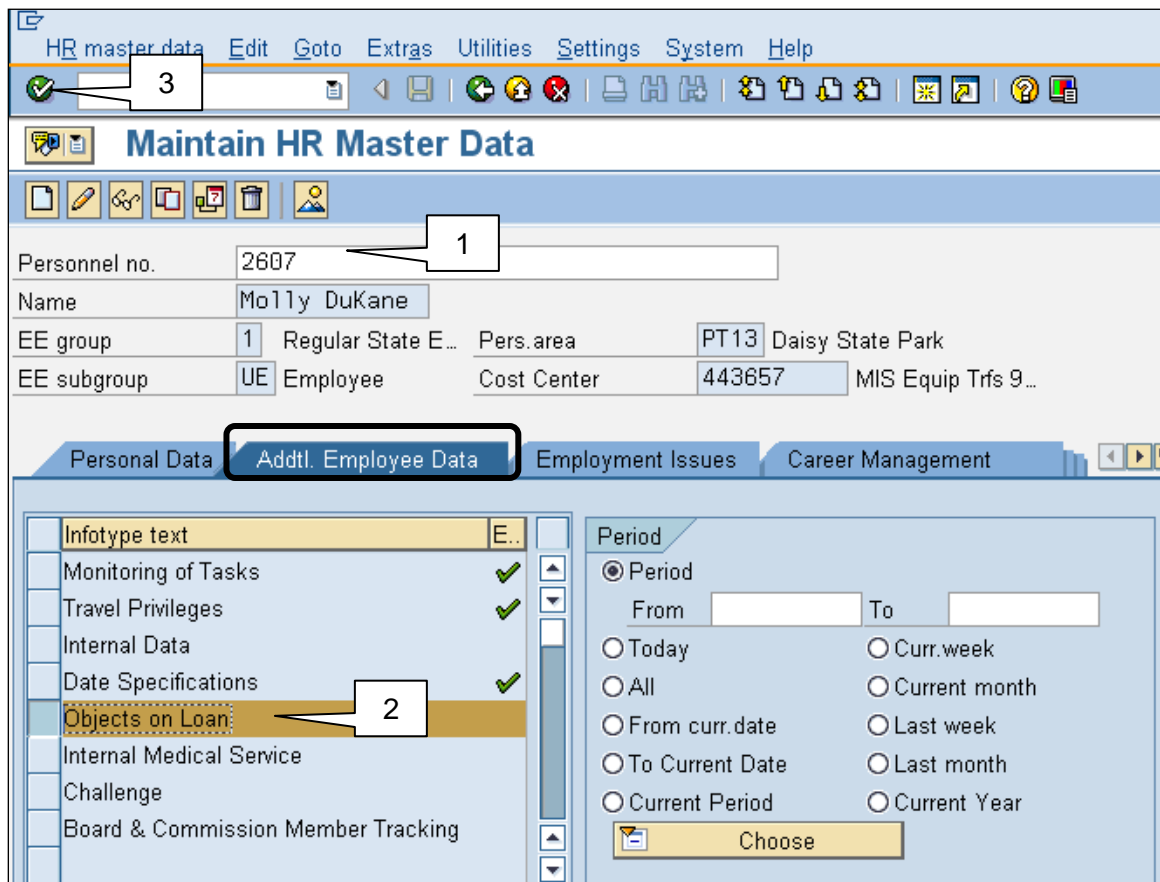
Payment method	Ba...	Bank Key	Name of bank	Bank Account	T	L
ACH Payment for P...	US	053201801	Filthy Lucre Nationa...	259745004	0	
ACH Payment for P...	US	082901266	Plenty Peso Bank o...	9874522110	0	
ACH Payment for P...	US	064003205	Parsimonial Bank a...	598702258	1	

Objects on Loan (Infotype 0040)

Some agencies loan equipment such as cell phones, pagers, laptops, etc. to employees. In order to track these things, enter the information under the *Objects on Loan* (IT0040.) The *Communications* (IT0105) is mainly used to record end user system ids.

Action Steps:

1. Enter *Personnel no.*
2. Select *Objects on Loan* under the *Addtl. Employee Data* tab.
3. <Create> . (Use *Create* since this infotype contains no information.)



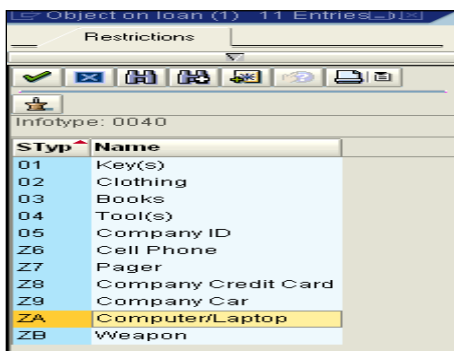
The screenshot shows the 'Maintain HR Master Data' application window. The 'Addtl. Employee Data' tab is selected, and the 'Objects on Loan' infotype is highlighted in the left-hand list. Callout boxes indicate the following steps:

- Callout 1 points to the 'Personnel no.' field, which contains the value '2607'.
- Callout 2 points to the 'Objects on Loan' infotype in the list.
- Callout 3 points to the '<Create>' button (represented by a document icon) in the top toolbar.

The application window includes a menu bar (HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help) and a toolbar with various icons. The main data area displays employee information for Molly DuKane, including EE group (1 Regular State E...), Pers. area (PT13 Daisy State Park), EE subgroup (UE Employee), and Cost Center (443657 MIS Equip Trfs 9...). The right-hand pane shows the 'Period' selection options, including 'Today', 'All', 'From curr. date', 'To Current Date', 'Current Period', 'Curr. week', 'Current month', 'Last week', 'Last month', and 'Current Year'.

4. Enter the *Start* and *To date*. Use 12/31/9999 for the *To date* until the equipment is returned.

5. Select the object on loan from the drop-down list. <Green check mark> .




6. Enter *number/unit* (1/pieces).

Note: The *asset number* field is not being utilized at this time. To record asset tag information, you may use the *Comments* field.

7. Enter comments, if needed.

8. <Enter>  to validate the information.

9. <Save>  to save the information.

Create Objects on Loan

Personnel No: 2607 Name: Molly D... Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT13 Daisy State Park
 EE subgroup: UE Employee SSN: 999-78-1543
 Start: 05/25/2008 to: 12/31/9999

Objects on Loan

Object on loan: ZA Computer/Lapto
 Number/unit: 1 Pieces
 Asset number:
 Company code: ARK


Comments

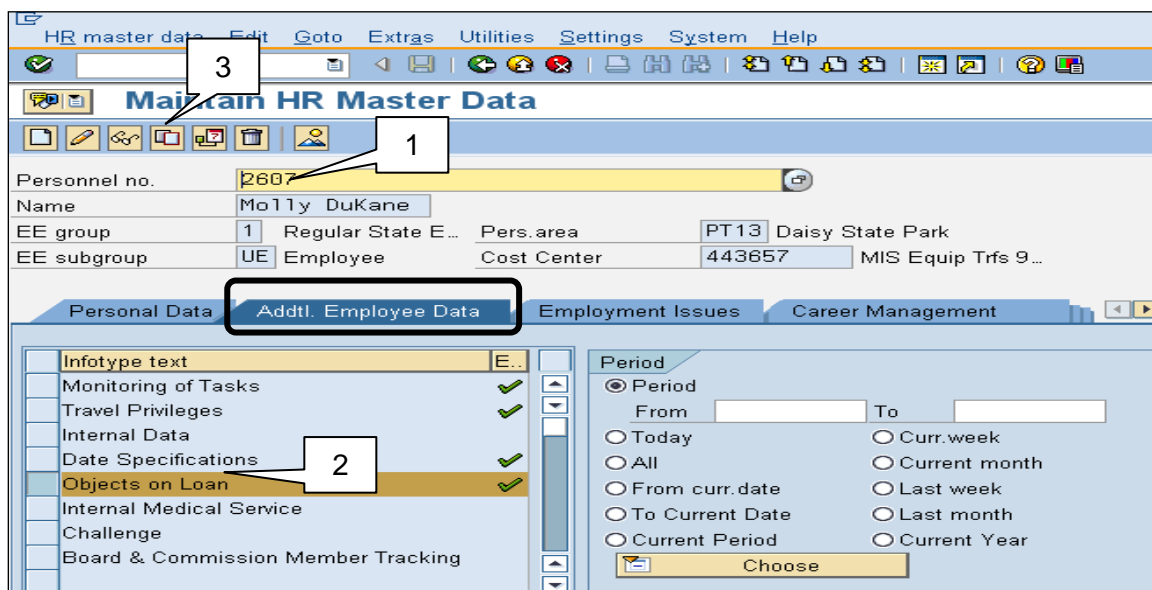
Line 1: laptop for meeting and presentation.
 Line 2:
 Line 3:

Delimit Objects on Loan (Infotype 0040) – Object Returned

When employees return the objects or leave the agency, it is important to update the *Objects on Loan* (IT0040.)

Action Steps:

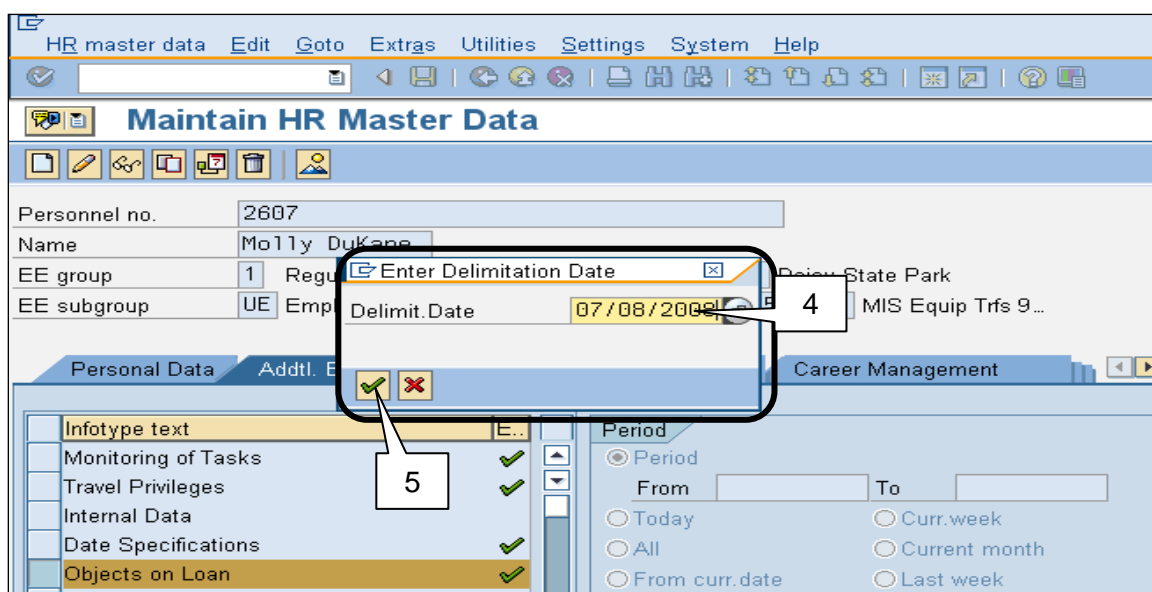
1. Enter the *Personnel no.*
2. Select *Objects on Loan* (IT0040) under the *Addtl. Employee Data* tab.
3. <Delimit> .



The screenshot shows the 'Maintain HR Master Data' window. The 'Addtl. Employee Data' tab is selected. The 'Personnel no.' field contains '2607'. The 'Name' field contains 'Molly DuKane'. The 'EE group' is '1' and 'Regular State E...'. The 'Pers. area' is 'PT13' and 'Daisy State Park'. The 'EE subgroup' is 'UE' and 'Employee'. The 'Cost Center' is '443657' and 'MIS Equip Trfs 9...'. The 'Objects on Loan' infotype is selected in the list. The 'Delimit' icon is highlighted in the toolbar.

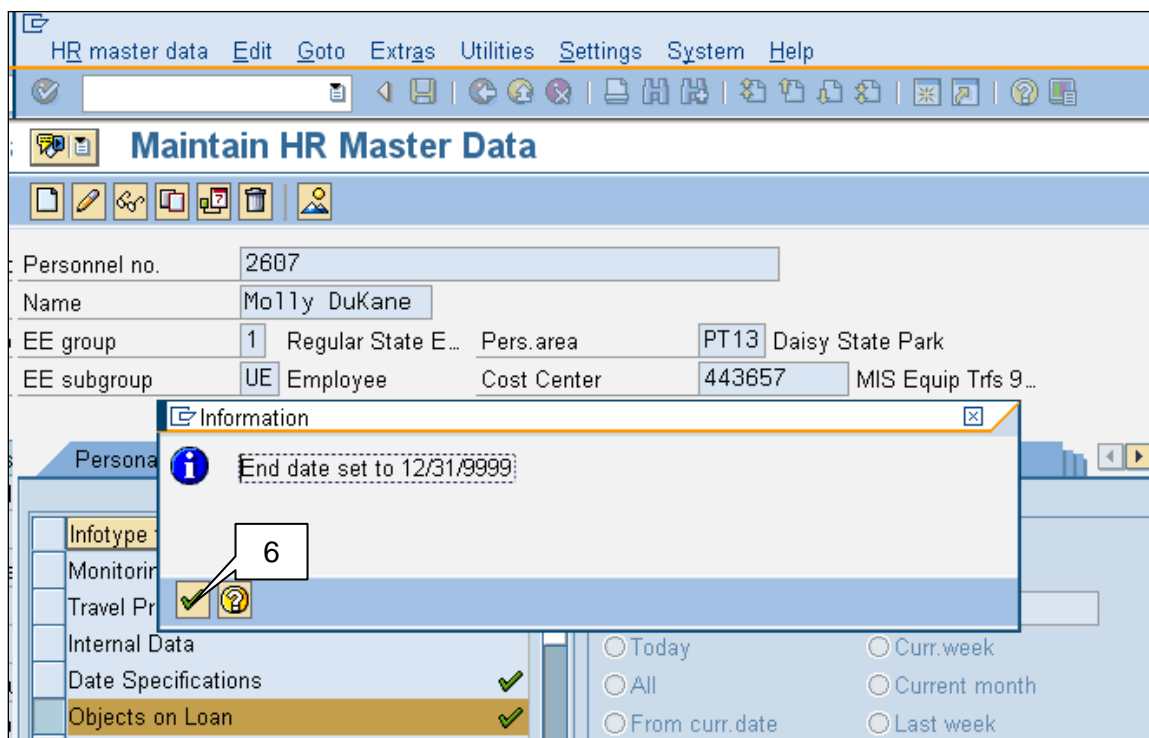
4. The delimit dialog box displays, enter the date the object is returned.

5. <Green check mark> .




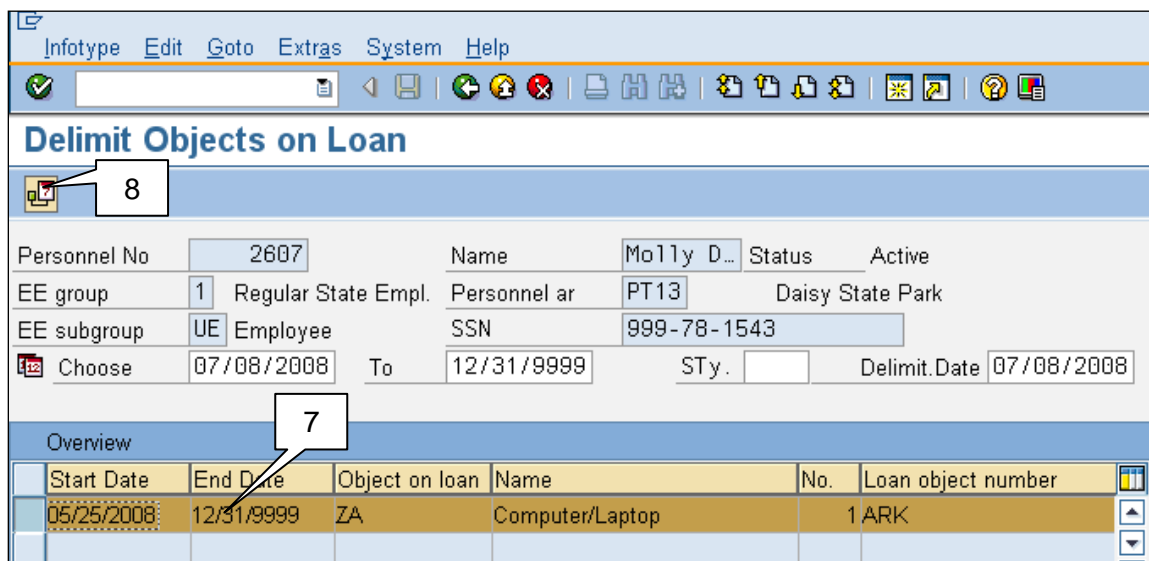
The screenshot shows the 'Maintain HR Master Data' window. The 'Addtl. Employee Data' tab is selected. The 'Personnel no.' field contains '2607'. The 'Name' field contains 'Molly DuKane'. The 'EE group' is '1' and 'Regular State E...'. The 'Pers. area' is 'PT13' and 'Daisy State Park'. The 'EE subgroup' is 'UE' and 'Employee'. The 'Cost Center' is '443657' and 'MIS Equip Trfs 9...'. The 'Objects on Loan' infotype is selected in the list. The 'Delimit.Date' field contains '07/08/2008'. The green check mark icon is highlighted in the toolbar.

6. Another information box appears. <Green check mark> .



7. Highlight the line of the item to change.

8. <Delimit> .



Start Date	End Date	Object on loan	Name	No.	Loan object number
05/25/2008	12/31/9999	ZA	Computer/Laptop	1	ARK

Upon returning to the main screen, a delimit message appears at the bottom indicating the delimitation of the record is complete.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 2607

Name Molly DuKane

EE group 1 Regular State E... Pers. area PT13 Daisy State Park

EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...

Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E... Monitoring of Tasks ✓ Travel Privileges ✓ Internal Data Date Specifications ✓ Objects on Loan ✓ Internal Medical Service Challenge Board & Commission Member Tracking

Period
☒ Period
 From 07/08/2008 To 12/31/9999
☐ Today ☐ Curr. week
☐ All ☐ Current month
☐ From curr. date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
 Choose

Direct selection
 Infotype Objects on Loan STy

Records delimited

To verify that the date changed on the record, <Overview> . The *End Date* changes from 12/31/9999 to 07/07/2008.

Infotype Edit Goto Extras System Help

List Objects on Loan

Personnel No 2607 Name Molly D... Status Active

EE group 1 Regular State Empl. Personnel ar PT13 Daisy State Park

EE subgroup UE Employee SSN 999-78-1543

Choose 01/01/1800 To 12/31/9999 STy


Overview

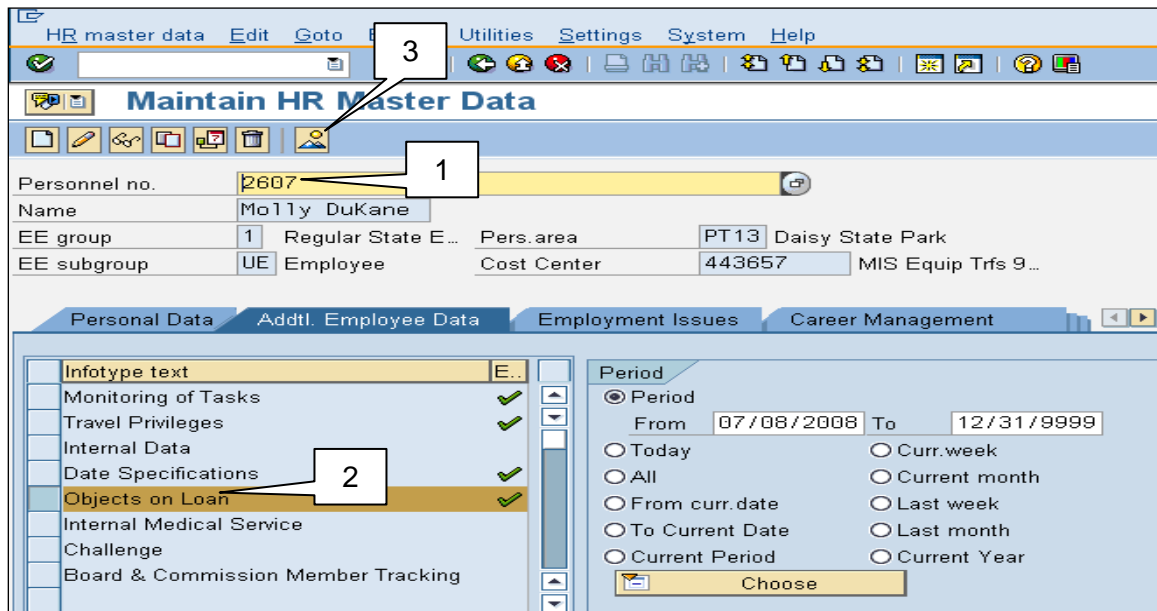
Start Date	End Date	Object on loan	Name	No.	Loan object number
05/25/2008	07/07/2008	ZA	Computer/Laptop	1	ARK

Another Second Method to Change the *End Date*:

Here is another way to change *To* date to show the equipment is returned.

Action Steps:

1. Enter the *Personnel no.*
2. Select the *Objects on Loan* under the *Addtl. Employee Data* tab.
3. <Overview> .



HR master data Edit Goto Utilities Settings System Help

Maintain HR Master Data

Personnel no. **2607** Name Molly DuKane

EE group 1 Regular State E... Pers.area PT13 Daisy State Park

EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...

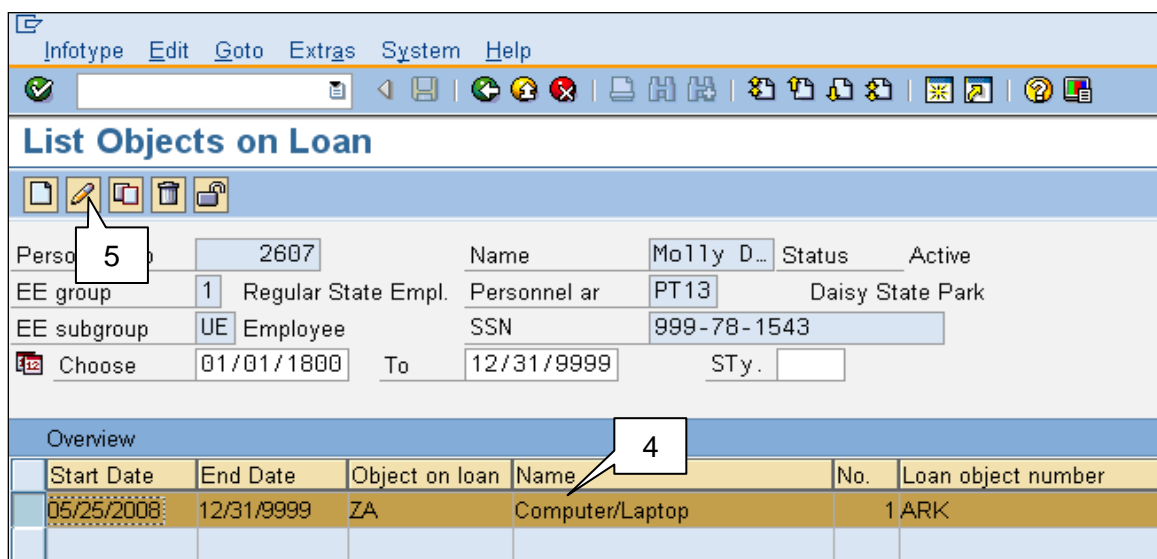
Personal Data **Addtl. Employee Data** Employment Issues Career Management

Infotype text E... Monitoring of Tasks ✓ Travel Privileges ✓ Internal Data ✓ Date Specifications ✓ **Objects on Loan** ✓ Internal Medical Service Challenge Board & Commission Member Tracking

Period
☒ Period
 From 07/08/2008 To 12/31/9999
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
 Choose

4. Highlight the line to change *To* date.

5. <Change> .



Infotype Edit Goto Extras System Help

List Objects on Loan

Personnel no. **2607** Name Molly D... Status Active

EE group 1 Regular State Empl. Personnel ar PT13 Daisy State Park

EE subgroup UE Employee SSN 999-78-1543

Choose 01/01/1800 To 12/31/9999 STy.

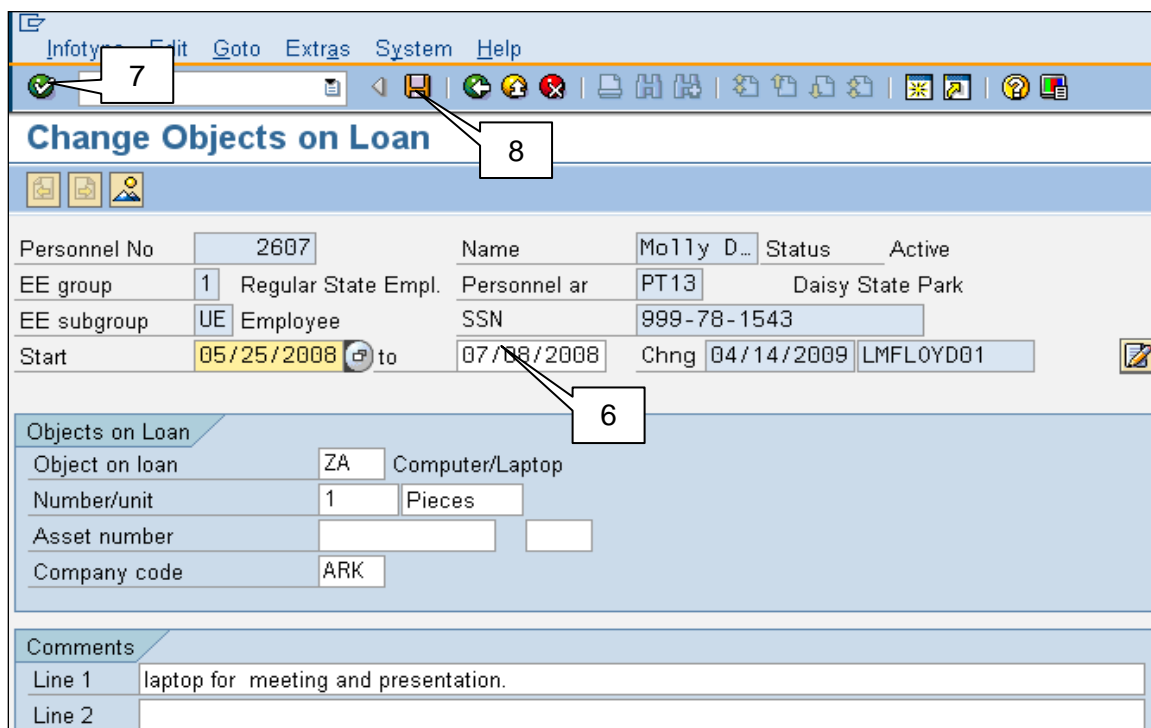
Overview

Start Date	End Date	Object on loan	Name	No.	Loan object number
05/25/2008	12/31/9999	ZA	Computer/Laptop	1	ARK

6. Change *To* date to the date the object is returned.

7. <Enter>  to validate the information.

8. <Save>  to save the information.



Change Objects on Loan


Personnel No: 2607 Name: Molly D... Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT13 Daisy State Park
 EE subgroup: UE Employee SSN: 999-78-1543
 Start: 05/25/2008 to: 07/08/2008 Chng: 04/14/2009 LMFL0YD01

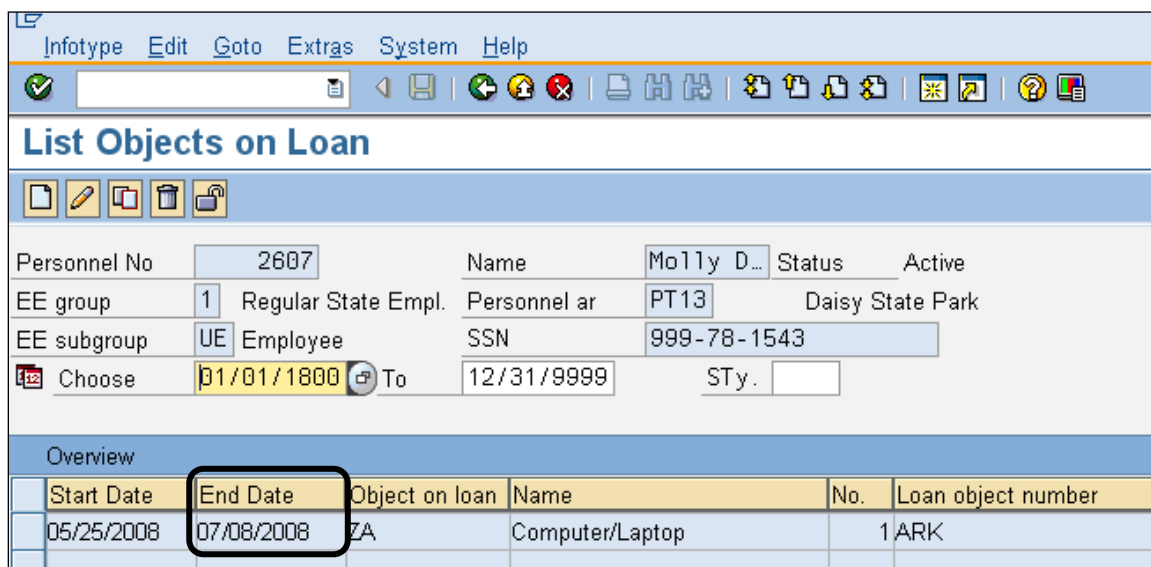
Objects on Loan

Object on loan: ZA Computer/Laptop
 Number/unit: 1 Pieces
 Asset number:
 Company code: ARK

Comments

Line 1: laptop for meeting and presentation.
 Line 2:

After saving, return to List Objects on Loan. A message  Record changed appears at the bottom of the screen indicating the *End Date* is successfully changed from 12/31/9999 to 07/08/2008.



List Objects on Loan

Personnel No: 2607 Name: Molly D... Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT13 Daisy State Park
 EE subgroup: UE Employee SSN: 999-78-1543
 Choose: 01/01/1800 To: 12/31/9999 STy:

Overview


Start Date	End Date	Object on loan	Name	No.	Loan object number
05/25/2008	07/08/2008	ZA	Computer/Laptop	1	ARK

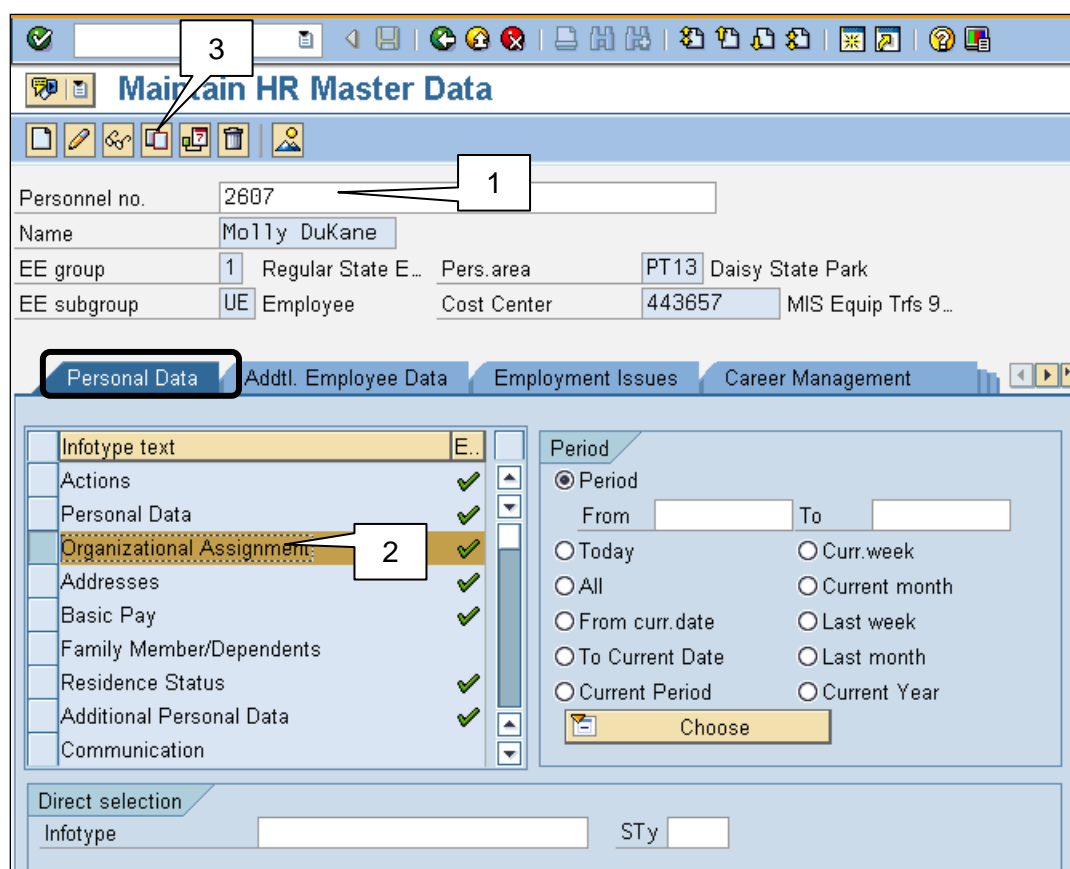
Organizational Assignment (Infotype 0001) -- Update Administrators

Periodically, administrator positions change due to a promotion, reorganization, or resignations. This information must be updated on the employee records. If the effective date for the *Organizational Assignment* (IT 0001) extends beyond the first day of the first pay period of the current fiscal year, the agency must submit a request with justification for approval by OPM.

Before making any administrator changes, be sure you have received a notification (Administrator Change form) to make the changes.

Action Steps:

1. Enter *Personnel no.*
2. Select the *Organizational Assignment* located under *Personal Data* tab
3. <Copy> .



The screenshot shows the SAP HR Master Data interface. At the top, there is a toolbar with various icons. Below the toolbar, the title bar reads "Maintain HR Master Data". The main area is divided into several tabs: "Personal Data", "Addtl. Employee Data", "Employment Issues", and "Career Management". The "Personal Data" tab is selected. In the "Personal Data" tab, there is a list of infotypes on the left and a "Period" section on the right. The "Organizational Assignment" infotype is highlighted with a yellow background and a callout box labeled "2". The "Period" section has a "Choose" button. At the bottom, there is a "Direct selection" section with an "Infotype" field and a "STy" field. Callout boxes are present: "1" points to the "Personnel no." field (containing "2607"), and "3" points to the "Copy" icon in the toolbar.

Personnel no.	2607	
Name	Molly DuKane	
EE group	1 Regular State E...	Pers. area PT13 Daisy State Park
EE subgroup	UE Employee	Cost Center 443657 MIS Equip Trfs 9...

Personal Data | Addtl. Employee Data | Employment Issues | Career Management

Infotype text | E..

Actions | ✓

Personal Data | ✓

Organizational Assignment | ✓

Addresses | ✓

Basic Pay | ✓

Family Member/Dependents | ✓

Residence Status | ✓

Additional Personal Data | ✓

Communication | ✓

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week


To Current Date Last month


Current Period Current Year



Choose

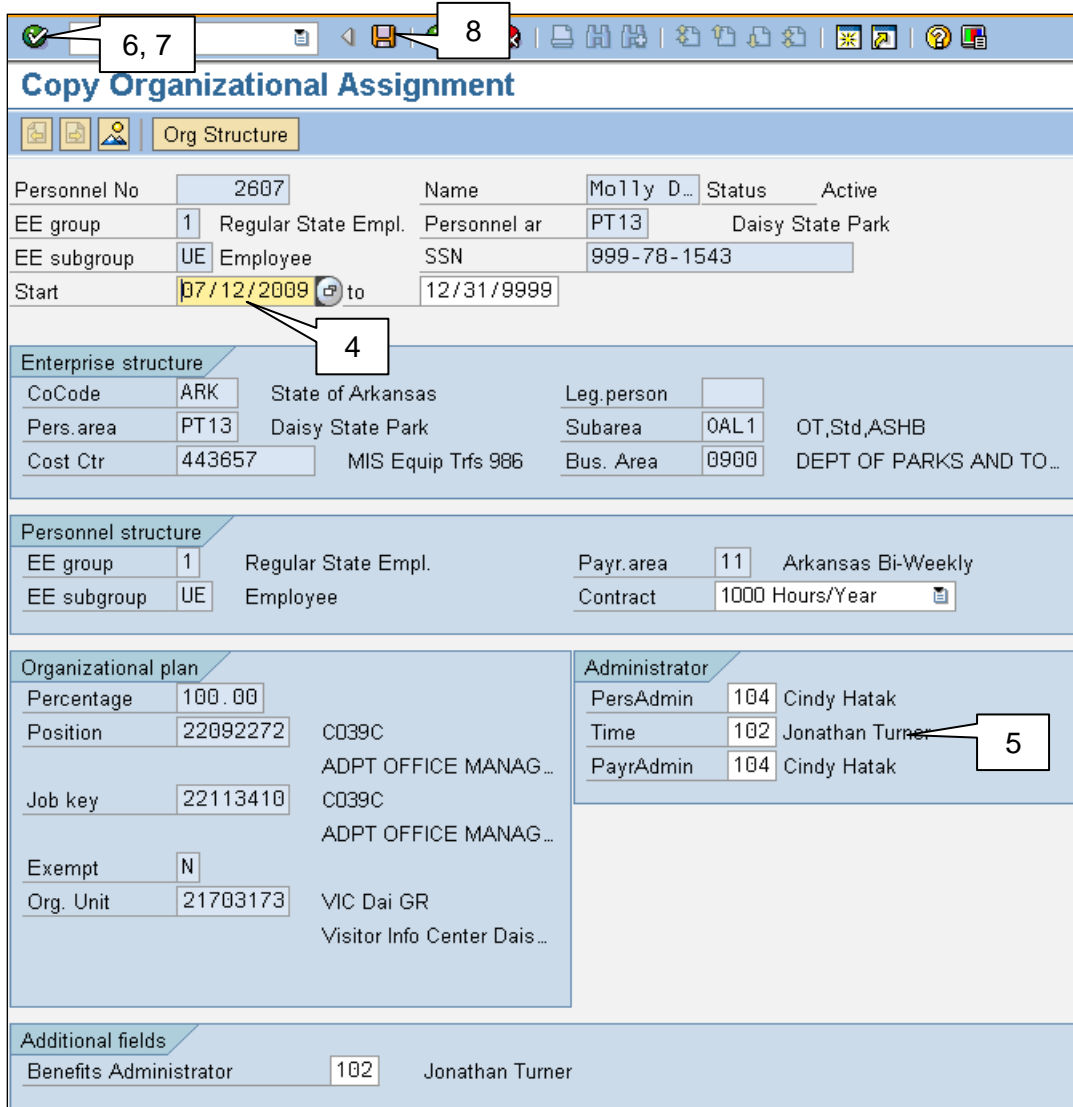
Direct selection

Infotype STy

4. Change *Start* date.
5. Make changes as required to *Administrator* fields.
6. <Enter> . A delimit message appears.

 Record valid from 06/28/2009 to 12/31/9999 delimited at end

7. <Enter>  to validate the information.
8. <Save>  to save the information.



The screenshot shows the 'Copy Organizational Assignment' form with the following sections and fields:

- Org Structure**
 - Personnel No: 2607, Name: Molly D..., Status: Active
 - EE group: 1 Regular State Empl., Personnel ar: PT13, Daisy State Park
 - EE subgroup: UE Employee, SSN: 999-78-1543
 - Start: 07/12/2009 to 12/31/9999 (Callout 4 points to the start date field)
- Enterprise structure**
 - CoCode: ARK, State of Arkansas, Leg. person:
 - Pers. area: PT13, Daisy State Park, Subarea: 0AL1, OT,Std,ASHB
 - Cost Ctr: 443657, MIS Equip Trfs 986, Bus. Area: 0900, DEPT OF PARKS AND TO...
- Personnel structure**
 - EE group: 1 Regular State Empl., Payr. area: 11, Arkansas Bi-Weekly
 - EE subgroup: UE Employee, Contract: 1000 Hours/Year
- Organizational plan**
 - Percentage: 100.00
 - Position: 22092272, C039C, ADPT OFFICE MANAG...
 - Job key: 22113410, C039C, ADPT OFFICE MANAG...
 - Exempt: N
 - Org. Unit: 21703173, VIC Dai GR, Visitor Info Center Dais...
- Administrator**
 - PersAdmin: 104, Cindy Hatak (Callout 5 points to this field)
 - Time: 102, Jonathan Turner
 - PayrAdmin: 104, Cindy Hatak
- Additional fields**
 - Benefits Administrator: 102, Jonathan Turner


Callouts: 6, 7 points to the top toolbar; 8 points to the save icon in the toolbar; 4 points to the start date field; 5 points to the PersAdmin field.

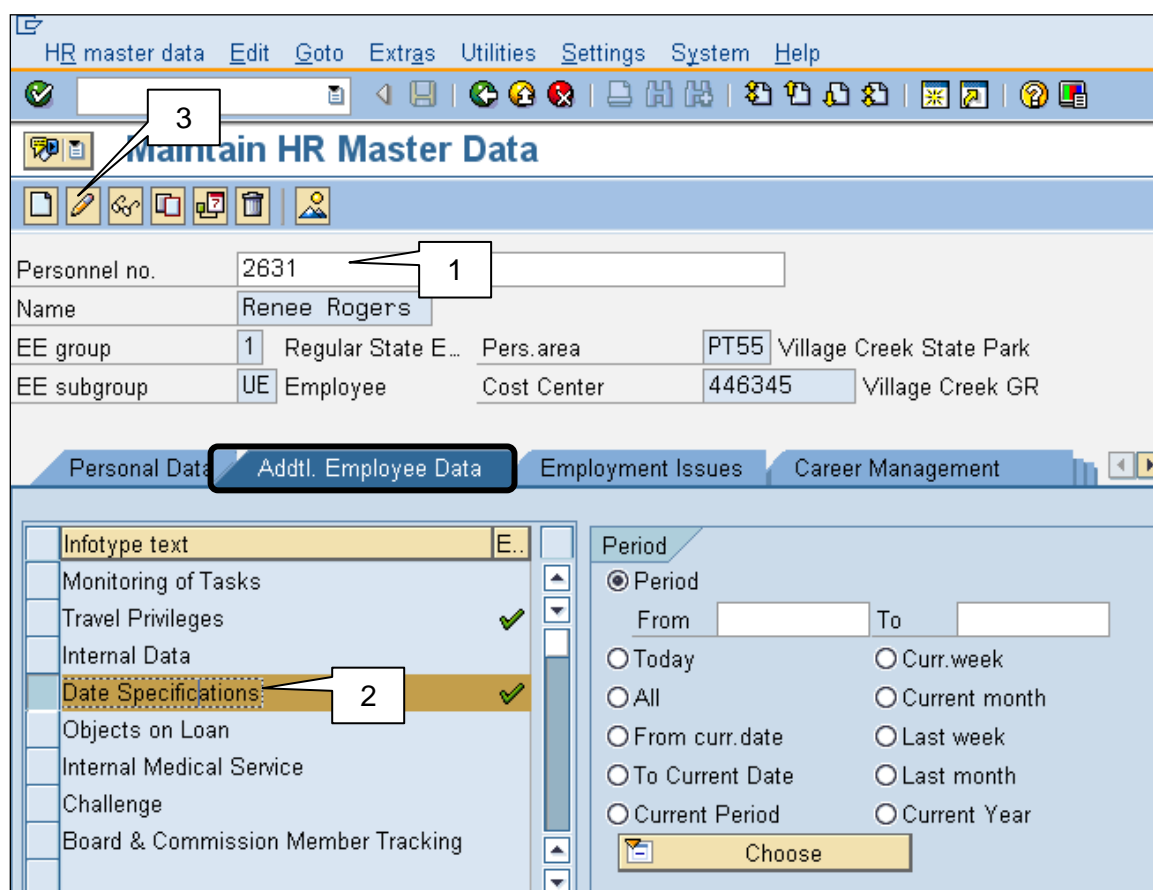
Correction to Leave Accrual Date

OPM Class and Compensation calculates the corrected date. Changes involving dates prior to the beginning of the fiscal year require the agency's Central Time Management or Specialist role assignee to perform a Quota Correction. Direct questions to OPM Class and Comp.

Scenario: Renee Rogers returned to work for a state agency on 12/28/2008. At the time she was rehired, an incorrect date was entered for Leave Accrual. The next day, Class and Comp sends an email to the PA Specialist with the correct *Leave Accrual date and Career Service Date* of 7/13/2008.


Action Steps:

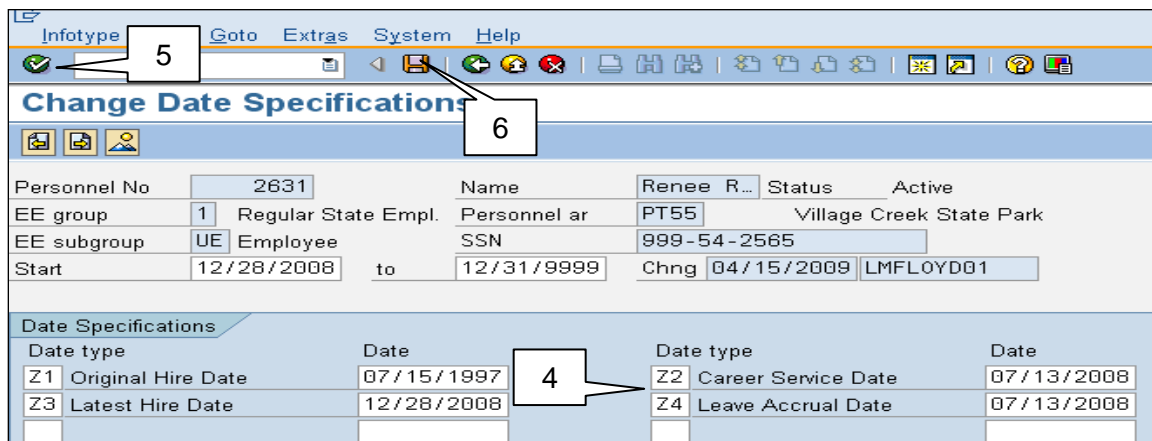
1. Enter *Personnel no.*
2. Click the *Date Specification* under the *Addtl Employee Data* tab.
3. <Change> .



4. Enter correct *Leave Accrual* date and *Career Service* date.

5. <Enter>  to validate the information.

6. <Save>  to save the information.



Change Date Specifications

Personnel No 2631 Name Renee R... Status Active
 EE group 1 Regular State Empl. Personnel ar PT55 Village Creek State Park
 EE subgroup UE Employee SSN 999-54-2565
 Start 12/28/2008 to 12/31/9999 Chng 04/15/2009 LMFL0YD01

Date type	Date	Date type	Date
Z1 Original Hire Date	07/15/1997	Z2 Career Service Date	07/13/2008
Z3 Latest Hire Date	12/28/2008	Z4 Leave Accrual Date	07/13/2008

Changing the Contract Field

The contract field on the employees Organizational Assignment (IT0001) along with employee group and subgroup determines benefits eligibility for the employee. Therefore, it is important for the contract field to reflect accurate information to ensure proper eligibility of benefits enrollment for the employee. Rehired retirees are eligible to be enrolled in a different retirement as long as work requirements for the current retirement plan are satisfied.

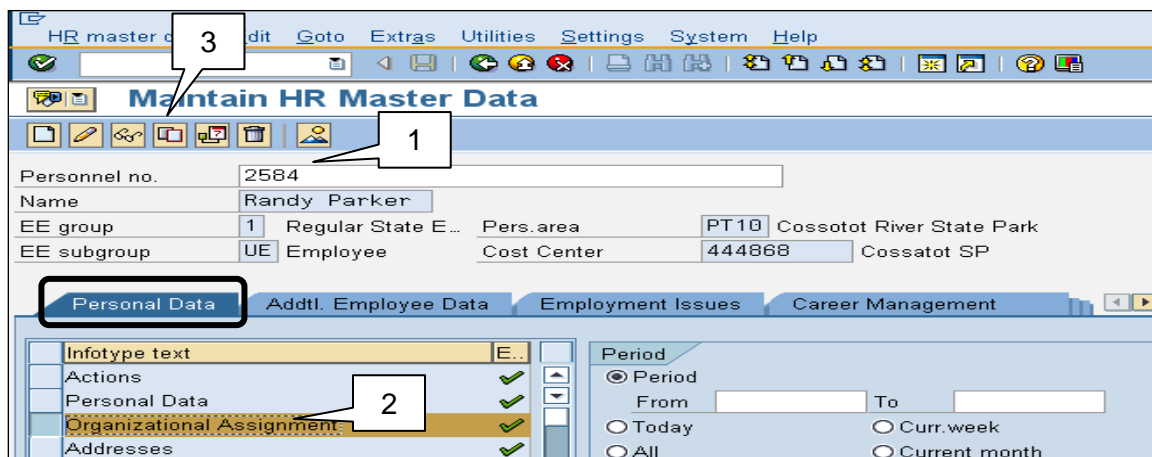
Scenario: Randy's work contract field has changed to 1000 hours a year.

Action Steps:

1. Enter the *Personnel no.*

2. Click the *Organizational Assignment* under the *Personal Data* tab.

3. <Copy> .




Maintain HR Master Data


Personnel no. 2584
 Name Randy Parker
 EE group 1 Regular State E... Pers.area PT10 Cossatot River State Park
 EE subgroup UE Employee Cost Center 444868 Cossatot SP



Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E...
 Actions
 Personal Data
 Organizational Assignment
 Addresses

Period
 From To
 Today Curr. week
 All Current month

4. Change the *Start* date to the beginning date of the current pay period in which the change is being made.
5. Select the correct *Contract* field.
6. <Enter> . The delimit message appears.

 Record valid from 06/28/2009 to 12/31/9999 delimited at end

7. <Enter>  to validate the information.
8. <Save>  to save the information.

6, 7 8

Copy Organizational Assignment

Org Structure

Personnel No	2584	Name	Randy P...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT10	Cossatot River State Park	
EE subgroup	UE Employee	SSN	888-33-2211		
Start	07/12/2009	to	12/31/9999		

4

Enterprise structure

CoCode	ARK	State of Arkansas	Leg.person	
Pers.area	PT10	Cossatot River State Park	Subarea	0AL1 OT,Std,ASHB
Cost Ctr	444868	Cossatot SP	Bus. Area	0900 DEPT OF PARKS AND TO...

Personnel structure

EE group	1 Regular State Empl.	Payr.area	11 Arkansas Bi-Weekly
EE subgroup	UE Employee	Contract	1000 Hours/Year

5

Organizational plan

Percentage	100.00	
Position	22116773	C086C DESK CLERK
Job key	22113583	C086C DESK CLERK
Exempt	N	
Org. Unit	21703536	GenAdCos SP General Admin Cossato...

Administrator

PersAdmin	100	Jeannie White
Time	100	Jeannie White
PayrAdmin	100	Jeannie White

Additional fields

Benefits Administrator	104	Cindy Hatak
------------------------	-----	-------------


How to Delete a Personnel Action in *PA40*

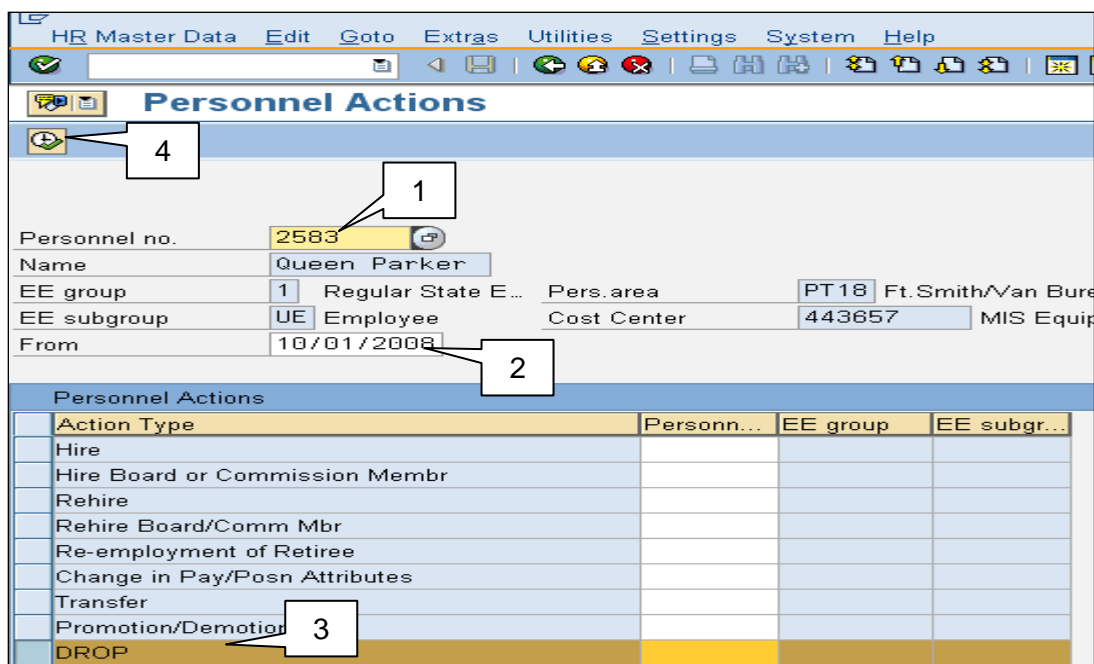
An action is a process containing a number of assigned infotypes. You may delete a personnel action if you accidentally use the wrong employee number or if an action is processed incorrectly. However, you cannot delete the *Hire* action! In this process, we are not deleting the actual action. We are deleting the information entered into the infotypes involved with the action.

The deletion process is a two-step process. First, access *PA40* to verify which infotypes are associated with a particular action. Second, access *PA30* to select the individual infotypes needed to make corrections. Here are the steps to delete an action properly and to avoid errors in payroll. Use extreme caution when deleting a personnel action!

Scenario: On May 10, 2008, you entered DROP information into the system using the wrong personnel number.

Action Steps – in *PA40* – Personnel Action

1. Enter the *personnel number*.
2. Enter the effective date used in the *From* field.
3. Select an action: *DROP*.
4. <Execute> . This advances to the next screen.



HR Master Data Edit Goto Extras Utilities Settings System Help

Personnel Actions

Personnel no. 2583

Name Queen Parker

EE group 1 Regular State E... Pers.area PT18 Ft.Smith/Van Bure



EE subgroup UE Employee Cost Center 443657 MIS Equip

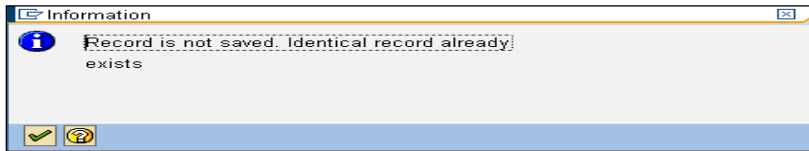
From 10/01/2008

Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			
DROP			






















5. Click  **Execute info group**. This message appears.


 Record stored only in Additional Actions infotype. Save

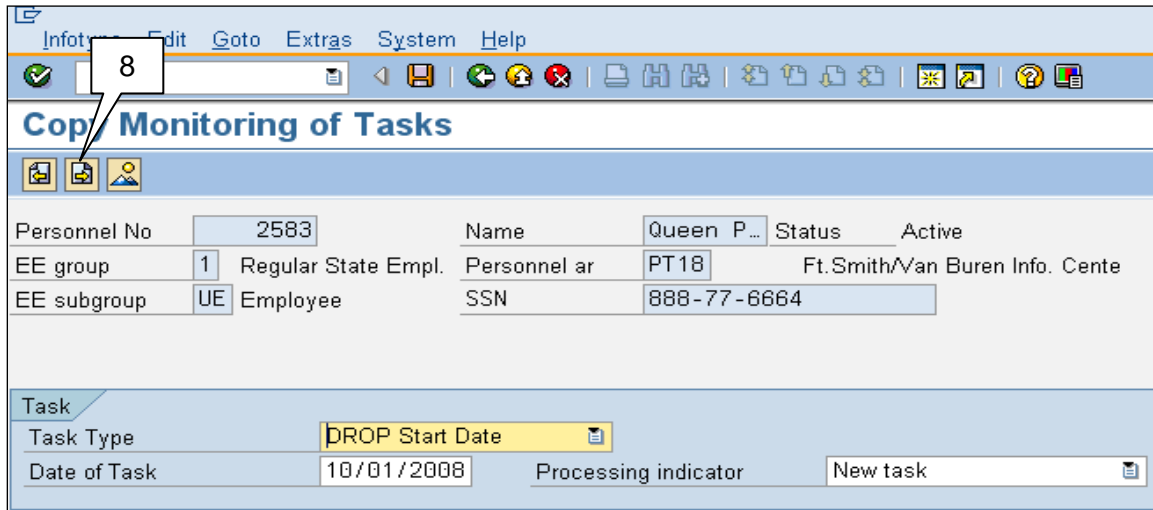
6. <Save> . The below text box appears. <Green check mark> 



Infotype Edit Goto Extras System Help

8. *Copy Monitoring of Tasks*, <Next record> . Write it down.



Copy Monitoring of Tasks

Personnel No Name Status

EE group Regular State Empl. Personnel ar Ft.Smith/Van Buren Info. Cente

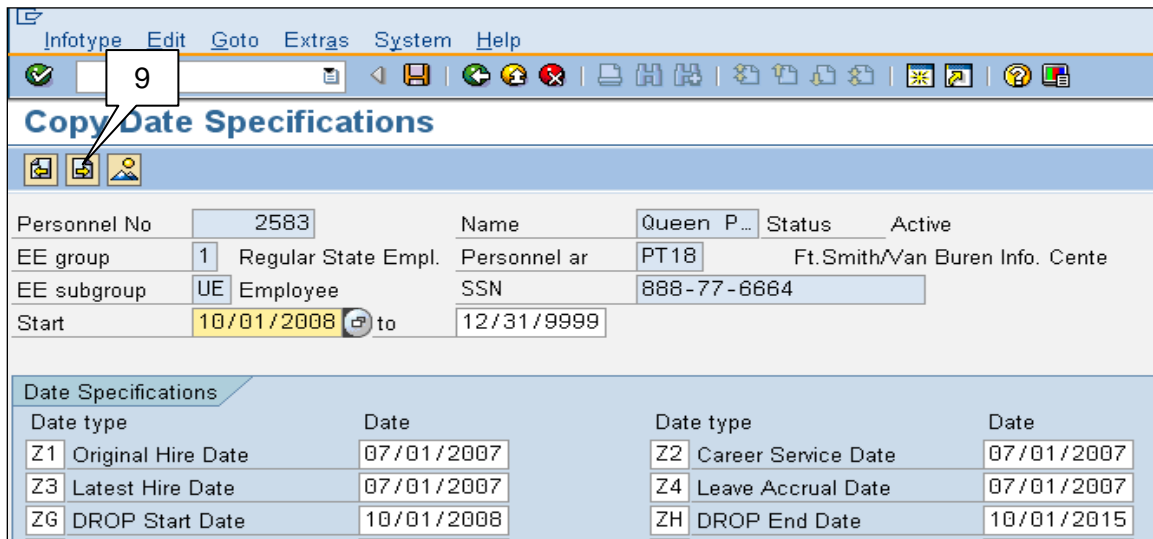
EE subgroup Employee SSN

Task

Task Type

Date of Task Processing indicator

9. *Copy Date Specifications*, <Next record> . Write it down.



Copy Date Specifications

Personnel No Name Status

EE group Regular State Empl. Personnel ar Ft.Smith/Van Buren Info. Cente

EE subgroup Employee SSN

Start to

Date Specifications

Date type	Date	Date type	Date
Z1 Original Hire Date	07/01/2007	Z2 Career Service Date	07/01/2007
Z3 Latest Hire Date	07/01/2007	Z4 Leave Accrual Date	07/01/2007
Z6 DROP Start Date	10/01/2008	ZH DROP End Date	10/01/2015

After listing all of the infotypes for the action, you will return to the *Personnel Actions* screen.

Personnel no. Name



EE group Regular State ... Pers.area Ft.Smith/Van Bure

EE subgroup Employee Cost Center MIS Equip


From

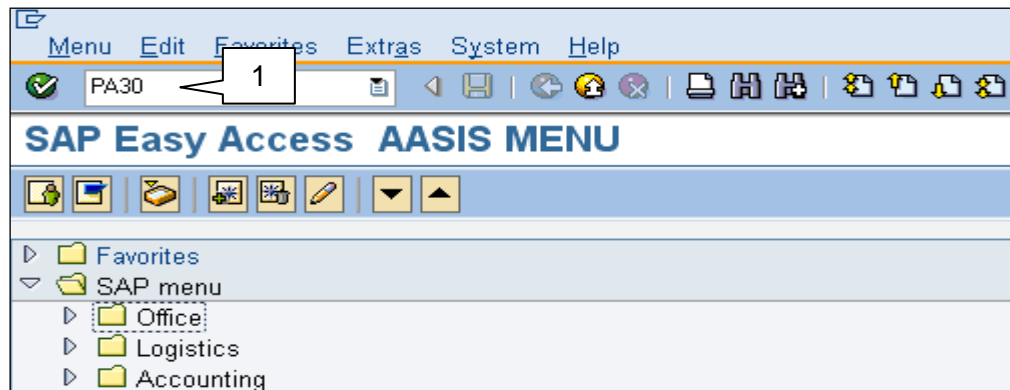
Personnel Actions



Action Type	Personn...	EE group	EE subg...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			
DROP			

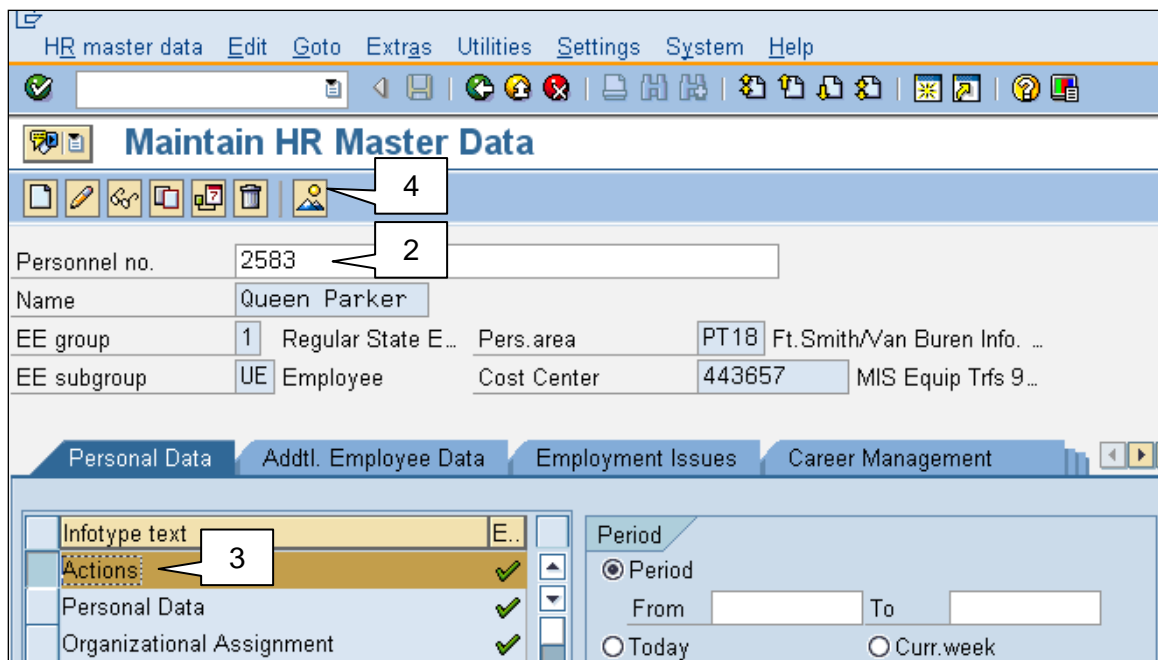
In the first set of action steps, review the action and write down the infotypes associated with the DROP action. In the second set of action steps in *PA30*, review each infotype and delete the incorrect information. Instead of using <Change> , use <Overview> , because it displays an overview of all the records associated with the infotype.

Action Steps – in *PA30* – *Correcting the Infotypes*

1. Enter *PA30*. <Enter> .

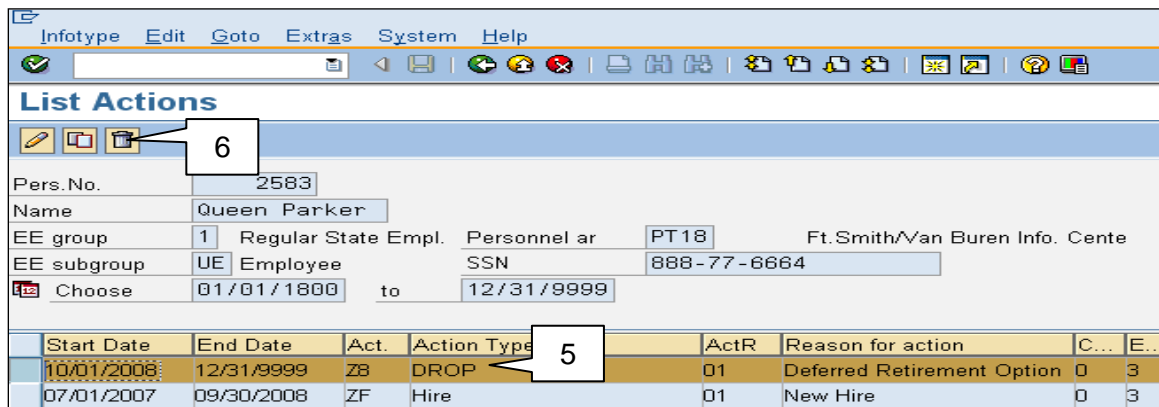


2. Enter the *Personnel no.* <Enter> .
3. Highlight the Actions infotype.
4. <Overview> , because it reflects all the records associated with this infotype.



5. Locate and highlight the line with the *Start* date of 10/01/2008.

6. <Delete> .




Infotype Edit Goto Extras System Help

List Actions

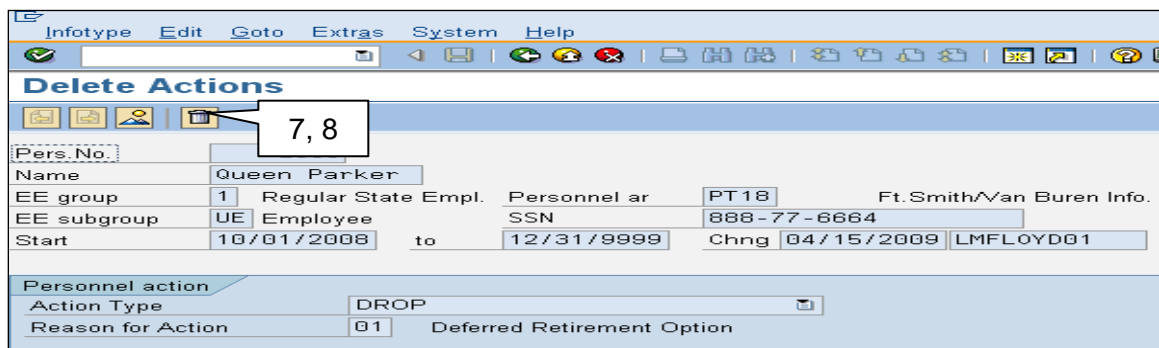
Pers.No. 2583
 Name Queen Parker
 EE group 1 Regular State Empl. Personnel ar PT18 Ft.Smith/Van Buren Info. Cente
 EE subgroup UE Employee SSN 888-77-6664
 Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...
10/01/2008	12/31/9999	ZB	DROP	01	Deferred Retirement Option	0	3
07/01/2007	09/30/2008	ZF	Hire	01	New Hire	0	3

7. <Delete> . A delimit message appears.

! Previous record from 07/01/2007 to 09/30/2008 extended to 12/31/9999

8. <Delete> .




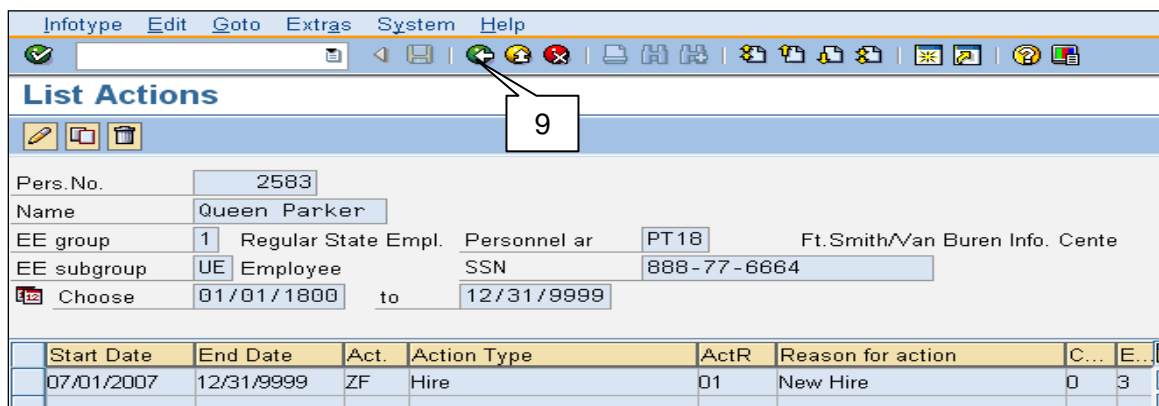
Infotype Edit Goto Extras System Help

Delete Actions

Pers.No.
 Name Queen Parker
 EE group 1 Regular State Empl. Personnel ar PT18 Ft.Smith/Van Buren Info.
 EE subgroup UE Employee SSN 888-77-6664
 Start 10/01/2008 to 12/31/9999 Chng 04/15/2009 LMFL0YD01

Personnel action
 Action Type DROP
 Reason for Action 01 Deferred Retirement Option

9. The screen returns to *List Actions*. Verify the line is deleted by noting the line is no longer listed and a message appears at the bottom. <Back>  to return to *Maintain HR Master Data* screen.




Infotype Edit Goto Extras System Help

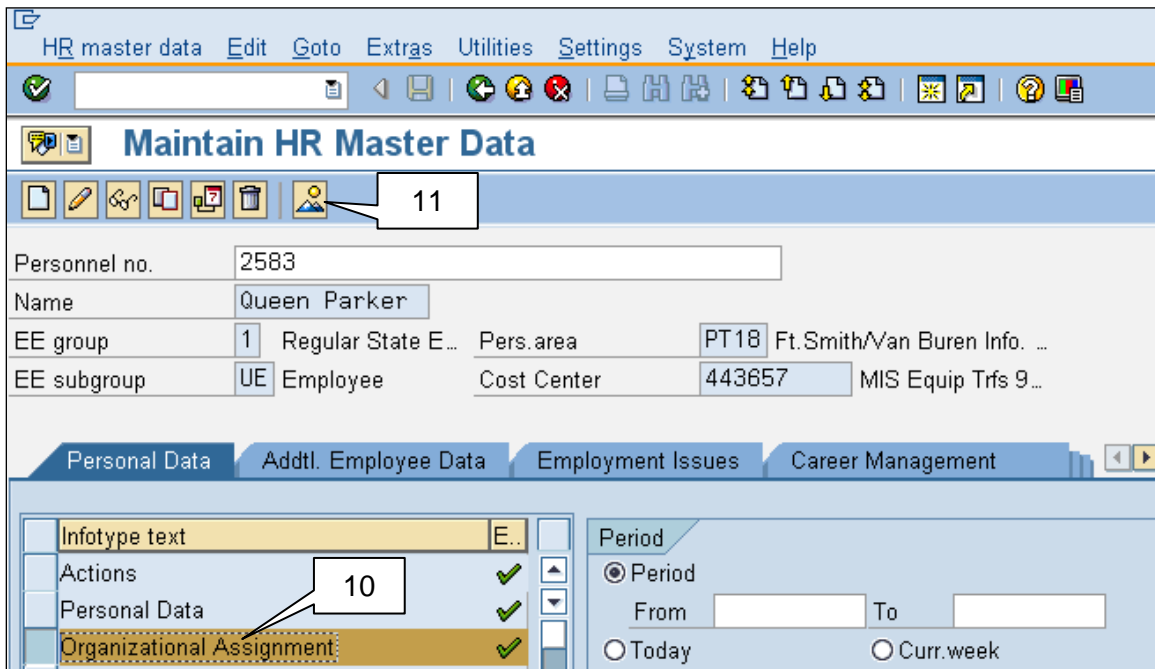
List Actions

Pers.No. 2583
 Name Queen Parker
 EE group 1 Regular State Empl. Personnel ar PT18 Ft.Smith/Van Buren Info. Cente
 EE subgroup UE Employee SSN 888-77-6664
 Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...
07/01/2007	12/31/9999	ZF	Hire	01	New Hire	0	3

10. Highlight the *Organizational Assignment* infotype.

11. <Overview> , because it reflects all records associated with this infotype.



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 2583
 Name Queen Parker
 EE group 1 Regular State E... Pers.area PT18 Ft.Smith/Van Buren Info. ...
 EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...

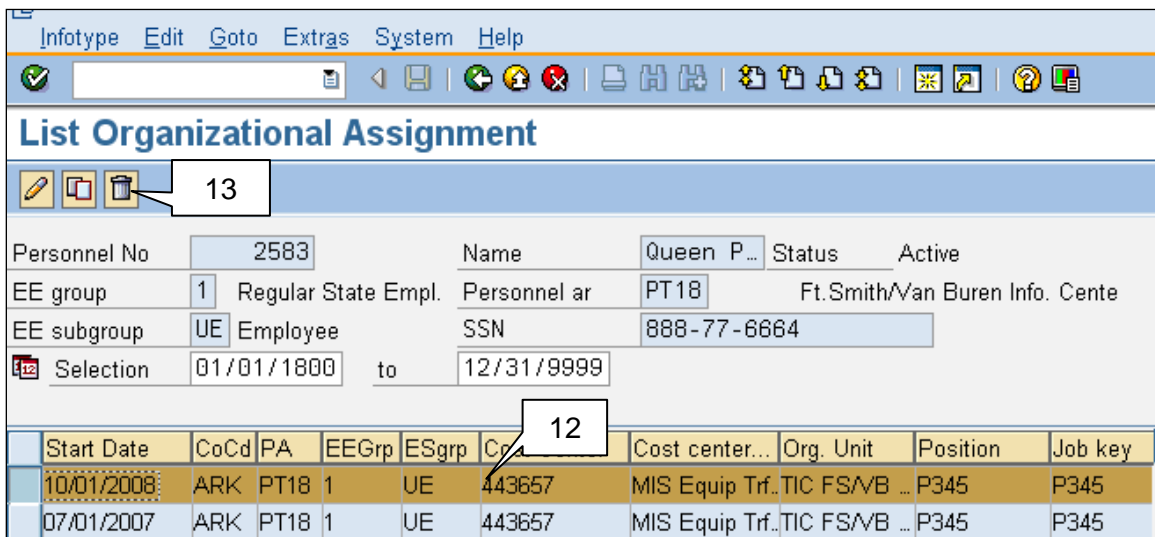
Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E..
 Actions
 Personal Data
 Organizational Assignment

Period
☒ Period
 From To
☐ Today ☐ Curr.week

12. Locate and highlight the line with the *Start* date of 10/01/2008.

13. <Delete> .




Infotype Edit Goto Extras System Help

List Organizational Assignment

Personnel No 2583 Name Queen P... Status Active
 EE group 1 Regular State Empl. Personnel ar PT18 Ft.Smith/Van Buren Info. Cente
 EE subgroup UE Employee SSN 888-77-6664
 Selection 01/01/1800 to 12/31/9999

Start Date	CoCd	PA	EEGrp	ESgrp	Cost center...	Org. Unit	Position	Job key
10/01/2008	ARK	PT18	1	UE	443657	MIS Equip Trf..TIC FS/VB ...	P345	P345
07/01/2007	ARK	PT18	1	UE	443657	MIS Equip Trf..TIC FS/VB ...	P345	P345

14. <Delete> . A delimit message appears.

 Previous record from 07/01/2007 to 09/30/2008 extended to 12/31/9999

15. <Delete> .


Delete Organizational Assignment

14, 15

Personnel No	2583	Name	Queen P...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT18	Ft.Smith/Van Buren Info. Cen	
EE subgroup	UE Employee	SSN	888-77-6664		
Start	10/01/2008 to	12/31/9999	Chng	04/15/2009	LMFL0YD01

Enterprise structure

CoCode	ARK	State of Arkansas	Leg.person	
Pers.area	PT18	Ft.Smith/Van Buren Info. Cen...	Subarea	0AL1 OT,Std,ASHB
Cost Ctr	443657	MIS Equip Trfs 986	Bus. Area	0900 DEPT OF PARKS AN

16. The screen returns to *List Actions*. Verify the line is deleted by noting the line is no longer listed and a message appears at the bottom. <Back>  to return to *Maintain HR Master Data* screen.


List Organizational Assignment

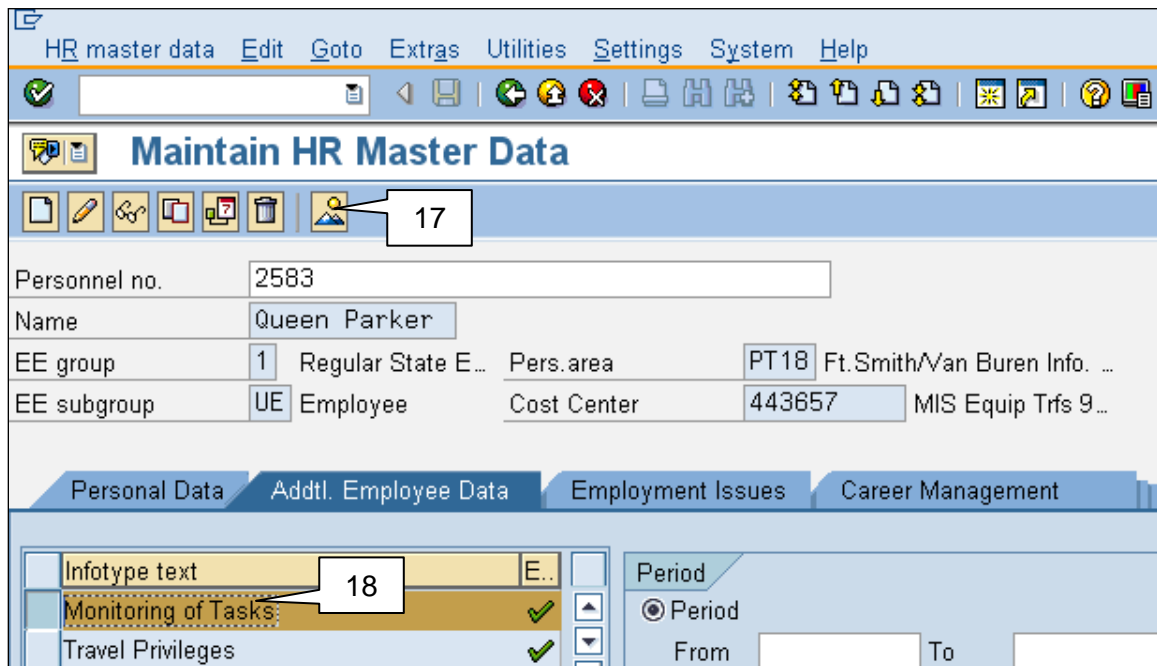
16

Personnel No	2583	Name	Queen P...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT18	Ft.Smith/Van Buren Info. Cente	
EE subgroup	UE Employee	SSN	888-77-6664		
Selection	01/01/1800 to	12/31/9999			

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center...	Org. Unit	Position	Job key
07/01/2007	ARK	PT18	1	UE	443657	MIS Equip Trf...	TIC FS/VB ...	P345	P345

17. Highlight the *Monitoring of Task* infotype. In this step, two lines are to be deleted.

18. <Overview>  because it reflects all records associated with this infotype.



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 2583
 Name Queen Parker
 EE group 1 Regular State E... Pers. area PT18 Ft. Smith/Van Buren Info. ...
 EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...

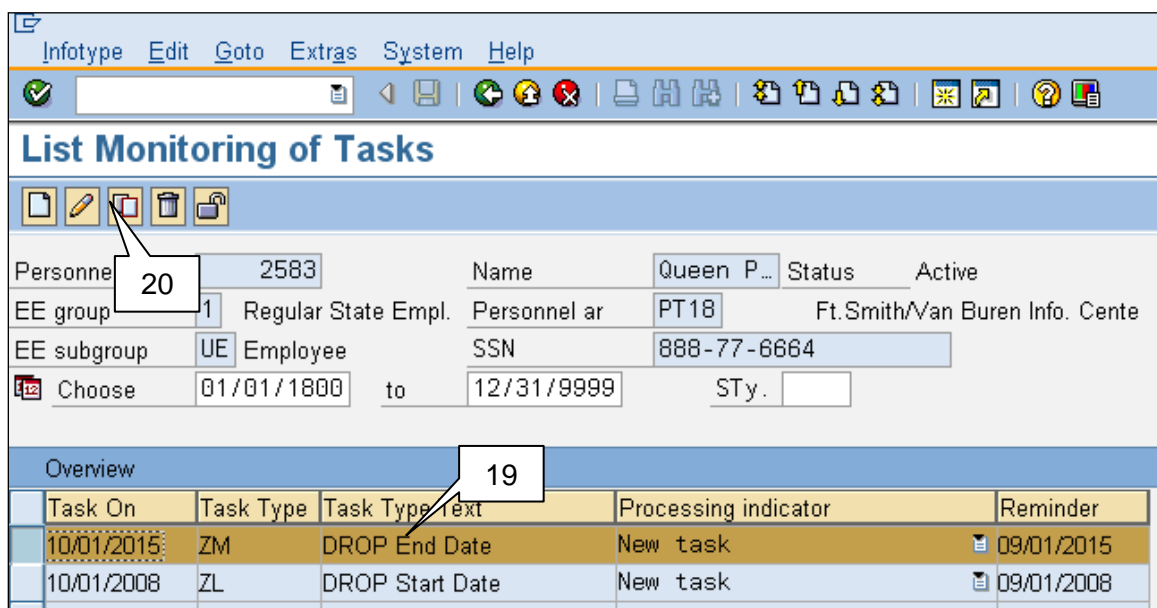
Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text 18
 Monitoring of Tasks
 Travel Privileges

Period
 From To

19. Locate and highlight the line with the *Task On – DROP End Date* of 10/01/2008.

20. <Delete> .



Infotype Edit Goto Extras System Help

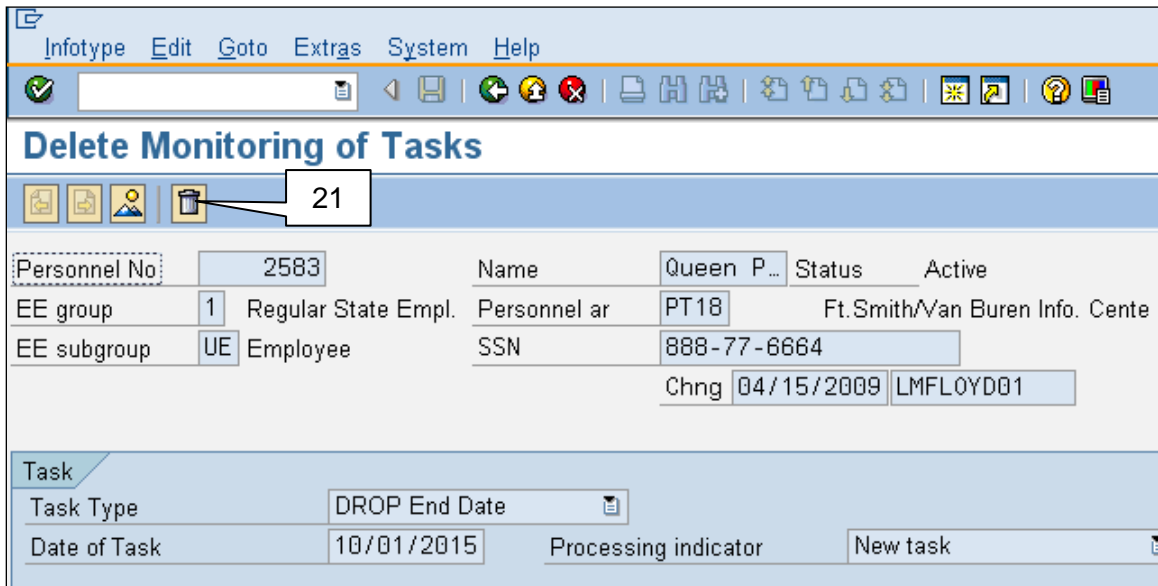
List Monitoring of Tasks

Personnel 2583 Name Queen P... Status Active
 EE group 1 Regular State Empl. Personnel ar PT18 Ft. Smith/Van Buren Info. Cente
 EE subgroup UE Employee SSN 888-77-6664
 Choose 01/01/1800 to 12/31/9999 STy.

Overview 19

Task On	Task Type	Task Type Text	Processing indicator	Reminder
10/01/2015	ZM	DROP End Date	New task	09/01/2015
10/01/2008	ZL	DROP Start Date	New task	09/01/2008

21. <Delete> .



Infotype Edit Goto Extras System Help

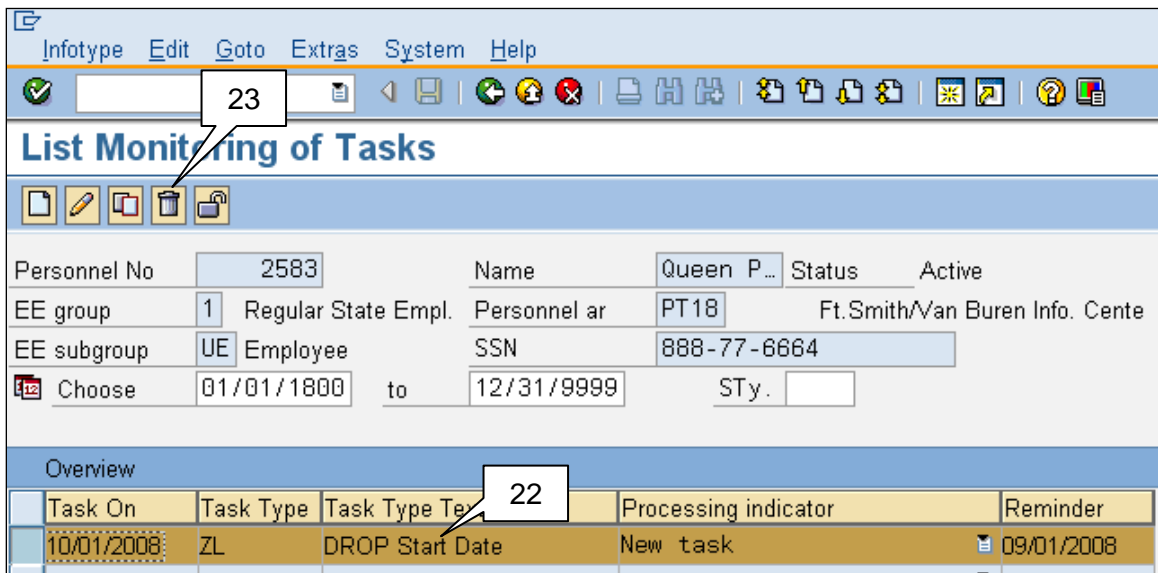
Delete Monitoring of Tasks

Personnel No: 2583 Name: Queen P... Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT18 Ft. Smith/Van Buren Info. Cente
 EE subgroup: UE Employee SSN: 888-77-6664
 Chng: 04/15/2009 LMFL0YD01

Task
 Task Type: DROP End Date
 Date of Task: 10/01/2015 Processing indicator: New task

22. Locate and highlight the line with the *Task On – DROP Start Date* of 10/01/2008.

23. <Delete> .




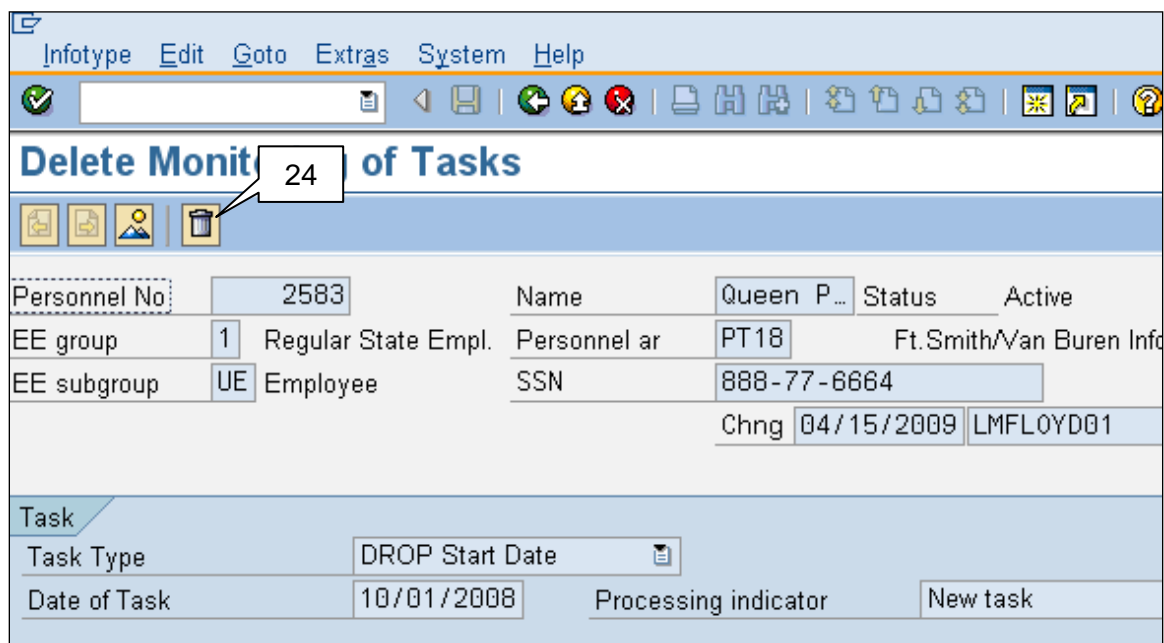
Infotype Edit Goto Extras System Help

List Monitoring of Tasks

Personnel No: 2583 Name: Queen P... Status: Active
 EE group: 1 Regular State Empl. Personnel ar: PT18 Ft. Smith/Van Buren Info. Cente
 EE subgroup: UE Employee SSN: 888-77-6664
 Choose: 01/01/1800 to 12/31/9999 STy:

Task On	Task Type	Task Type Te	Processing indicator	Reminder
10/01/2008	ZL	DROP Start Date	New task	09/01/2008

24. <Delete> . A record deleted message appears, and you are returned to the *Maintain HR Master Data* screen.



Delete Monitoring of Tasks

Personnel No. 2583 Name Queen P... Status Active

EE group 1 Regular State Empl. Personnel ar PT18 Ft. Smith/Van Buren Info

EE subgroup UE Employee SSN 888-77-6664

Chng 04/15/2009 LMFL0YD01

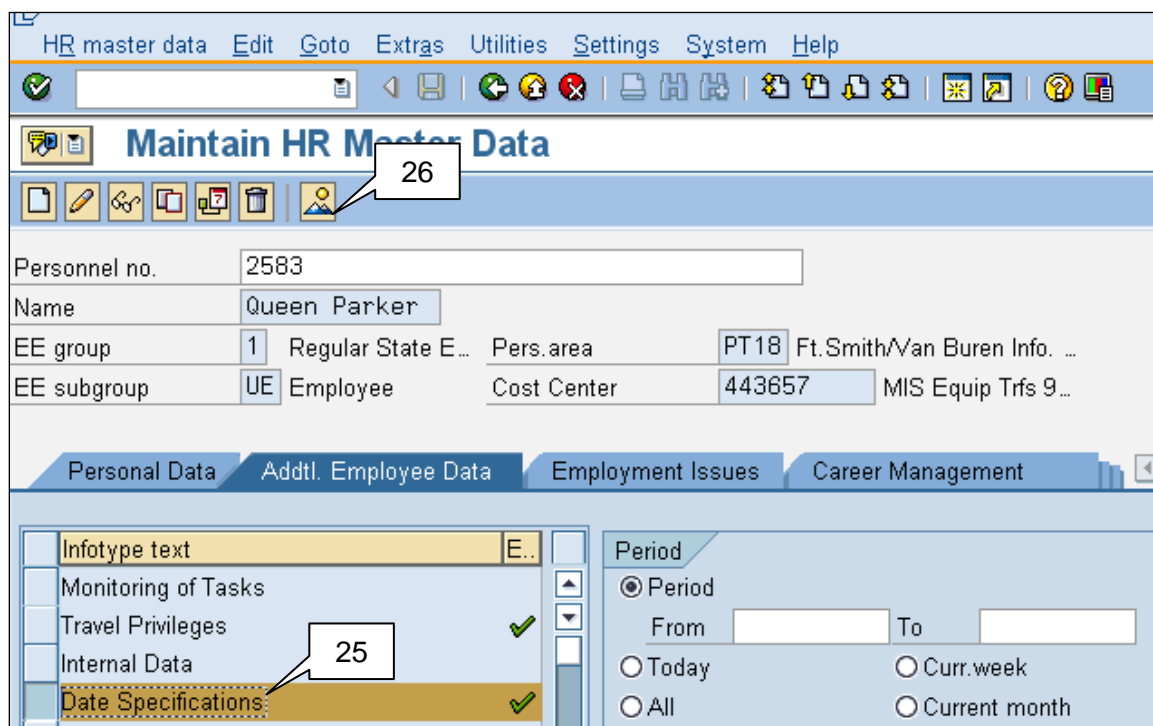
Task

Task Type DROP Start Date

Date of Task 10/01/2008 Processing indicator New task

25. Highlight the *Date Specifications* infotype.

26. <Overview> . All records associated with this infotype are reflected.



Maintain HR Master Data

Personnel no. 2583

Name Queen Parker

EE group 1 Regular State E... Pers. area PT18 Ft. Smith/Van Buren Info. ...

EE subgroup UE Employee Cost Center 443657 MIS Equip Trfs 9...

Personal Data Addtl. Employee Data Employment Issues Career Management

Infotype text E..

Monitoring of Tasks

Travel Privileges ✓

Internal Data

Date Specifications ✓

Period

☒ Period

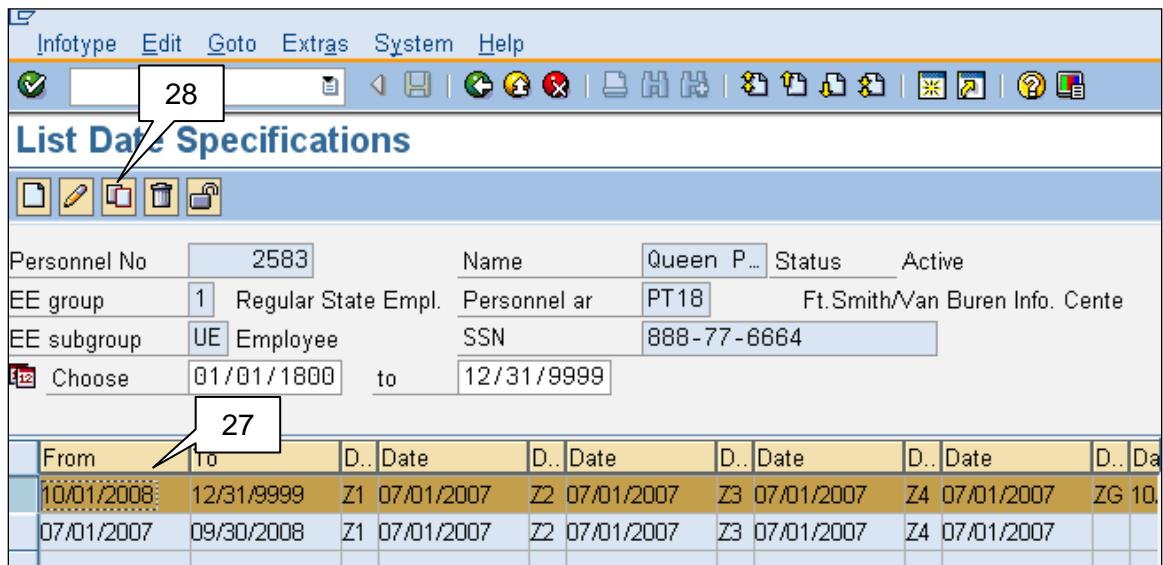
From To

☐ Today ☐ Curr. week

☐ All ☐ Current month

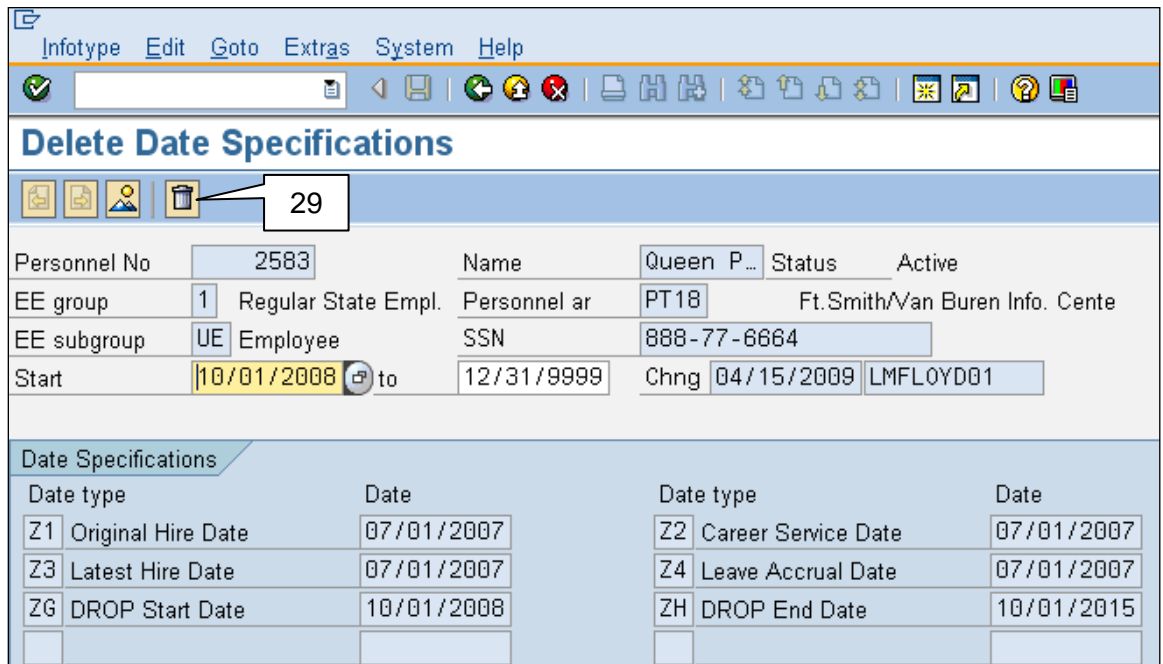
27. Locate and highlight the line with the *From* date of 10/01/2008.

28. <Delete> .




From	To	D..	Date	D..	Date	D..	Date	D..	Date
10/01/2008	12/31/9999	Z1	07/01/2007	Z2	07/01/2007	Z3	07/01/2007	Z4	07/01/2007
07/01/2007	09/30/2008	Z1	07/01/2007	Z2	07/01/2007	Z3	07/01/2007	Z4	07/01/2007
























29. <Delete> .








Date type	Date	Date type	Date
Z1 Original Hire Date	07/01/2007	Z2 Career Service Date	07/01/2007
Z3 Latest Hire Date	07/01/2007	Z4 Leave Accrual Date	07/01/2007
ZG DROP Start Date	10/01/2008	ZH DROP End Date	10/01/2015

After deleting, the record deleted message appears and you are returned to *Maintain HR Master Data* screen. Use <Overview>  to click on each one again to confirm the deletions are processed.

Infotype Edit Goto Extras System Help


List Date Specifications

Personnel No Name Status

EE group Regular State Empl. Personnel ar Ft.Smith/Van Buren Info. Cente

EE subgroup Employee SSN

 Choose to

From	To	D..	Date	D..	Date	D..	Date	D..	Date
07/01/2007	09/30/2008	Z1	07/01/2007	Z2	07/01/2007	Z3	07/01/2007	Z4	07/01/2007



Remember!

After this process, you **must** notify the Time, Payroll, and Benefits administrators about the deletion of the action to ensure their records were not affected.